

# WISCONSIN BIRTH CERTIFICATE APPLICATION 06/08 page 1 of 2

Vol \_\_\_\_\_ Page \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_

Date Processed \_\_\_\_\_

Send completed form, self-addressed envelope and appropriate fee made payable to:

**Leone Seaman Register of Deeds PO Box 3188 Green Lake WI 54941 Phone: 920-294-4021**

NOTE: Please check with local county or [www.wrdaonline.org/vitalrecord](http://www.wrdaonline.org/vitalrecord) as some counties require money order.

**PENALTIES:** Any person who wilfully and knowingly makes false application for a birth certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than three years and six months, or both, per Chapter 69.24(1), Wisconsin Statutes].

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>					
	YOUR CURRENT NAME - First		Middle	Last	YOUR DAYTIME TELEPHONE NUMBER ( )	
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) No.			MAIL TO ADDRESS (if different) No. Apt.		
	City, Village, or Township		State	Zip Code	City, Village, or Township	
TYPE OF CURRENT VALID PHOTO ID (See section 2 on page 2)		PHOTO ID NUMBER		STATE OF ISSUANCE (Indicate country, if not issued in U.S.A.)		EXPIRATION DATE

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	<p>According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest" (categories A – E below.) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A – E. In that case, you may check category F below. (See section 1 on page 2 for more details.)</p> <p><b>Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the birth certificate.</b></p> <p><input type="checkbox"/> A. I am the PERSON NAMED on the birth certificate.</p> <p><input type="checkbox"/> B. I am a member of the immediate family of the PERSON NAMED on the birth certificate. (Only those listed below qualify as immediate family.) NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as C – E. CHECK ONE. <input type="checkbox"/> Parent (whose name is on the birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent</p> <p><input type="checkbox"/> C. I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. (Legal proof is required. See item 1 on page 2.)</p> <p><input type="checkbox"/> D. I am a representative authorized, in writing, by any of the aforementioned (categories A - C). (The written and signed authorization must accompany this application. See item 1 on page 2.) Specify whom you represent. _____</p> <p><input type="checkbox"/> E. I can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Proof is required.) Specify interest. _____</p> <p><input type="checkbox"/> F. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. (See item 1 on page 2.)</p>					
	<p><b>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED</b> (Specify. This information will assist us in processing your request.)</p>					

<b>III. FEES</b>	<input type="checkbox"/> Search Fee (includes one copy of the birth certificate, if found) ..... \$ 20.00 <u>20.00</u>
	<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy _____ X 3.00 _____ No. of Copies <b>TOTAL</b> _____
<b>NOTE: FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND.</b>	

<b>IV. BIRTH RECORD INFORMATION</b>	BIRTH NAME - First		Middle	Last Name as it appears on the birth certificate		
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (Month / Day / Year)		PLACE OF BIRTH - County	PLACE OF BIRTH – City, Village, or Township	
	Mother's Last Name ("Maiden Name") as it appears on the birth certificate			Mother's First Name	Mother's Middle Name	
	Father's Last Name as it appears on the birth certificate			Father's First Name	Father's Middle Name	

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested birth certificate in accordance with the categories listed above.

<b>SIGNATURE</b> - Applicant (Person Named in Part I Who is Completing This Application)	Date Signed (Month / Day / Year)
--	----------------------------------

<b>FOR OFFICE USE ONLY</b>		
File Date	Mother's County of Residence (at time of birth)	Certificate Number

## 1. Certified vs. Uncertified Copy

**What is the difference between a certified and an uncertified copy of a birth certificate issued by an authorized Wisconsin Vital Records Registration Office (state or local)?**

A **certified copy** of a birth certificate issued by our office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. If the document is issued by a local registration office, the document will also have the local registrar's information.

A certified copy of a birth certificate may be required to obtain a state-issued driver's license or identification, to obtain a license to marry, for travel to foreign countries, to obtain a passport or for benefit purposes.

State law restricts who may obtain a certified copy of a birth certificate. A certified copy may be issued to:

- The person named on the certificate;
- The spouse of the person named on the certificate;
- A parent of the person named on the certificate;
- A sibling of the person named on the certificate;
- A child of the person named on the certificate;
- A grandparent of the person named on the certificate;
- A person authorized in writing by one of the above (The written authorization must accompany the request and the relationship of the authorizing party to the subject of the record must be clearly explained.); or
- A person who can demonstrate that the certificate is required to determine or to protect a personal or property right.

**If you do not meet one of the above criteria, you cannot receive a certified copy of a birth certificate.**

An **uncertified copy** will contain the same information as a certified copy but will **not** be acceptable for legal purposes, such as obtaining identification.

According to Chapter 69, Wisconsin Statutes, the following kinds of birth certificates are only available to persons with a "direct and tangible interest":

- A child born to unmarried parents and paternity has not been established.
- A child born to unmarried parents and paternity was established by court order.

## 2. Identification of Applicant

**What identification is required when applying for a certified or uncertified copy of a birth certificate?**

A current valid photo ID (e.g., Wisconsin Driver's License, Wisconsin State Identification Card, passport, Military Identification Card) is required when applying in person.)

A photocopy of the applicant's current valid photo ID must accompany all mail applications.