

## Birth Certificate Request Form

Name of Person on Birth Certificate \_\_\_\_\_

Date of Birth \_\_\_\_\_

City/Town of Birth \_\_\_\_\_

Mother's Name (Include Maiden Name) \_\_\_\_\_

Father's Name \_\_\_\_\_

Your Signature \_\_\_\_\_

Your Relationship to Person on Birth Certificate

- Self
- Parent
- Guardian
- Other \_\_\_\_\_

If mailing, your address: \_\_\_\_\_

I need a:

- Certified Copy (Must meet requirements below)
- Genealogy Copy (Record must be 75 years or older)

Cost of a certified copy of birth certificate:

- \$15.00 for first copy
- \$4.00 for each additional copy of same certificate

Cost of genealogy copy of birth certificate:

- \$5.00 for each copy (Certificate must be filed 75 years or longer)

To obtain a certified copy of a birth certificate, you must be one of the following:

- Of legal age (18 or an emancipated minor with certified court documents) if requesting your own.
- The mother or father (if listed on the certificate) of the child whose certificate is being requested.
- A legal guardian with certified court documentation providing verification of guardianship.
- An agent having a notarized letter from any of the above authorizing you access to the record
- A legal representative, i.e. an attorney acting on behalf of the person named on the certificate (must have authorizing documentation)
- An agent authorized by power of attorney that specifically states that the record can be obtained.
- An agent approved by the State Registrar.