

WISCONSIN BIRTH CERTIFICATE APPLICATION

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

Brown County Register of Deeds

Phone: (920) 448-4474

305 E. Walnut St. Rm 260

Make check or money order payable to: **Brown County Register of Deeds**

P.O. BOX 23600

(No out-of-state resident personal checks or checks #500 or less accepted)

GREEN BAY WI 54305-3600

PENALTIES: Any person who wilfully and knowingly makes false application for a birth certificate is guilty of a Class 1 felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months or both per Wisconsin State Statute 69.24(1)].

APPLICANT INFORMATION	THE FOLLOWING INFORMATION IS ABOUT THE PERSON COMPLETING THIS APPLICATION					
	YOUR Name (Please Print)				YOUR Daytime Telephone Number ()	
	YOUR Street Address			MAIL TO Address (if different)		
	City / State / Zip			City/State/Zip		
RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	According to Wisconsin State Statute, a CERTIFIED copy of a BIRTH record is only available to a person with a "Direct and Tangible Interest". If you do not meet any of the criteria for boxes A – F, you can only receive an uncertified copy.					
	<p>Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the record:</p> <p><input type="checkbox"/> A. I am the PERSON NAMED on the record.</p> <p><input type="checkbox"/> B. I am the parent of the PERSON NAMED on the record, and my parental rights have not been terminated. (Note: In the case of a non-marital birth, the father's rights must have been established before he may obtain a copy of the record under this category.)</p> <p><input type="checkbox"/> C. I am the legal custodian or guardian of the PERSON NAMED on the record.</p> <p><input type="checkbox"/> D. I am a member of the immediate family of the PERSON NAMED on the record. (Only those listed below qualify as immediate family.) CIRCLE ONE:</p> <p style="padding-left: 40px;">Spouse Child Brother Sister Grandparent</p> <p><input type="checkbox"/> E. I am a representative authorized, in writing, by any of the aforementioned (A through D). The written authorization must accompany this application. Specify whom you represent _____</p> <p><input type="checkbox"/> F. I can demonstrate that the information from the record is necessary for the determination or protection of a personal or property right for myself/my client/my agency. Specify interest _____</p> <p><input type="checkbox"/> Other: Uncertified copy only. Copy will not be valid for identification purposes.</p>					
FEES	<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 _____ <div style="text-align: right; margin-right: 50px;">No. of Copies</div> <p>NOTE: FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. TOTAL _____</p> <p>___ This record is requested for Tribal Use ___ This record is requested for marriage application</p>					
BIRTH INFORMATION	FIRST NAME		MIDDLE NAME		LAST NAME AT BIRTH	
	SEX	MONTH	DAY	YEAR	CITY	COUNTY
	MOTHER'S FIRST NAME		MIDDLE NAME		MOTHER'S MAIDEN NAME	
FATHER'S FIRST NAME		MIDDLE NAME		LAST NAME		
Please check your records for accuracy, as we are not responsible for any records after they leave this office.						
<p>I hereby attest that the information provided on this application is correct to the best of my knowledge and that I am entitled to the requested record in accordance with the categories listed above.</p> <p>_____ SIGNATURE – Applicant (person completing application) _____ Date Signed</p>						
OFFICE USE	Below is FOR OFFICE USE ONLY					
	Volume Page			I.D. Verified		
	Certificate Number if Known			CASH CHECK		

(Please request additional records on reverse side)

What is the difference between a certified and an uncertified copy of a birth certificate issued by the Wisconsin Vital Records Office?

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. A certified copy of a birth certificate may be required to obtain a state-issued driver's license or identification, 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.

ADDITIONAL RECORDS

NAME _____
 First **Middle** **Last**

DATE of (Birth) (Death) (Marriage) _____
 Month **Day** **Year**

NAME _____
 First **Middle** **Last**

DATE of (Birth) (Death) (Marriage) _____
 Month **Day** **Year**