

WISCONSIN BIRTH CERTIFICATE APPLICATION

Send completed form, self-addressed envelope and appropriate fee to:
 Make check or money order payable to: **Ashland County Register of Deeds**
201 W Main St - Room 206
Ashland WI 54806

PENALTIES: Any person who willfully 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].

I. APPLICANT INFORMATION	The information in Section I is about the person completing this application.					
	YOUR CURRENT NAME				YOUR DAYTIME TELEPHONE NUMBER	
	YOUR STREET ADDRESS (<i>CANNOT be a P.O. Box address</i>) Apt. No.			MAIL TO ADDRESS (<i>if different</i>) Apt. No.		
	City	State	Zip Code	City	State	Zip Code

II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a "direct and tangible interest" (<i>categories A – E below.</i>) 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. (<i>See section 1 on page 2 for more details.</i>)					
	Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the birth certificate. <input type="checkbox"/> A. I am the PERSON NAMED on the birth certificate. <input type="checkbox"/> B. I am a member of the immediate family of the PERSON NAMED on the birth certificate. (<i>Only those listed below qualify as immediate family.</i>) <i>NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as C – E.</i> 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 <input type="checkbox"/> C. I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. (<i>Legal proof is required. See item 1 on page 2.</i>) <input type="checkbox"/> D. I am a representative authorized, in writing, by any of the aforementioned (categories A - C). (<i>The written and signed authorization must accompany this application. See item 1 on page 2.</i>) Specify whom you represent: _____ <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. (<i>Proof is required.</i>) Specify interest: _____ <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. (<i>See item 1 on page 2.</i>)					
	PURPOSE FOR WHICH CERTIFICATE IS REQUESTED (<i>Specify. This information will assist us in processing your request.</i>)					

III. FEES	<input type="checkbox"/> One copy \$ 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;">No. of Copies</div> <div style="text-align: right;">TOTAL _____</div>					

IV. BIRTH RECORD INFORMATION	BIRTH NAME - First		Middle	Last Name as it appears on the birth certificate		
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (MM / DD / YYYY)		PLACE OF BIRTH – County	PLACE OF BIRTH – City, Village, or Township	
	PARENT'S BIRTH NAME - First		Middle	Last		
	PARENT'S BIRTH NAME – First		Middle	Last		

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.

SIGNATURE - Applicant (Person Named in Part I Who is Completing This Application)	Date Signed (MM / DD / YYYY)
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FOR OFFICE USE ONLY				
TYPE OF CURRENT VALID PHOTO ID <small>(See section 2 on page 2)</small>	PHOTO ID NUMBER	STATE OF ISSUANCE <small>(Indicate country, if not issued in U.S.A.)</small>	EXPIRATION DATE	
Certificate Number/Vol & Pg	Number of Copies Issued	Cash	Check	Credit Card
		SVRIS	RCT	

IMPORTANT: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified copy of a birth certificate?”

A **certified** copy of a birth certificate issued by our office will have a raised seal, will show the signature of the State or Local Registrar, and will be printed on security paper. A certified copy 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 can only be issued to those people with a “direct and tangible interest” (section 11, categories A - E) which means the following people:

- The person named on the certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770. Wis. Stats.), child, or parent (whose name is on the birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as in section II, categories C – E.
- The legal custodian or guardian of the person named on the birth certificate. Legal proof, e.g. a court order of custody or guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written authorization must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the birth certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

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 proof of identity (section II, category F).

2. Limitations on access to certain birth certificates

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

According to Chapter 69, Wis. Stats., **uncertified copies** of the following types of birth certificates may not be obtained by anyone:

- 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.

Only persons with a “direct and tangible interest” (categories A – E) may obtain **certified copies** of those types of birth certificates listed directly above.

3. How long will it take to process my request?

- **Applying in Person**
- In-person requests for copies of birth certificates are usually completed at the time of the request, if the birth certificate is on file.
- **Applying by Mail**
- Requests for copies of birth certificates are usually processed within two days of receipt of the request.

4. What identification is required when applying for a birth certificate?

A **photocopy** of the applicant’s ID as listed below must be submitted with **all** mail applications. ID as listed below is required when applying in-person.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Acceptable forms of identification are:

One of these:

Wisconsin driver’s license
Wisconsin ID card
Out-of-state driver’s license or ID card

OR**Two of these:**

US government-issued photo ID
Passport
Check book/bank statement
Health insurance card
Current, dated, signed lease
Utility bill or traffic ticket
Paycheck or earnings statement