

Wisconsin Birth Certificate Application**Purpose:** Complete this form to request one or more copies of a certificate of birth that occurred in Wisconsin.**Penalties:** Any person who illegally possesses any vital record with knowledge that the vital record has been illegally obtained is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per Wis. Stat. § 69.24(1)].**Applicant information**

Full name of person requesting the certificate: _____

Address – Street (**cannot** be a P.O. box): _____

City: _____ State: _____ ZIP code: _____

Mail to name – (if different): _____

Mailing address (if different): _____

City: _____ State: _____ ZIP code: _____

Phone number: _____ Email address: _____

Birth record information

Date of Birth – Month: _____ Day: _____ Year: _____

Place of Birth – County: _____ City, Village, or Town: _____

Birth name

First: _____ Middle: _____ Last: _____

First parent's birth name

First: _____ Middle: _____ Last: _____

Second parent's birth name

First: _____ Middle: _____ Last: _____

Fees

The fees are the same for long and short forms of the birth certificate. Both forms are acceptable for most legal and identification purposes. Make check or money order payable to: State of Wis. Vital Records. Cash is also accepted.

Long-form birth certificate includes the child's name, date of birth, sex, birth county, birth city/village/town, birth time, birth weight, birth length, parents' birth names, parents' names at the time of the event, parents' birth dates, and parents' birthplaces.**Short-form birth certificate** includes only the child's name, date of birth, sex, place of birth, parents' birth names, and parents' birthplaces.

Certificate type	Quantity	Price	Subtotal
First long-form copy fee or check to request a ☐ short form	1	x \$20.00=	\$20.00
Additional long form certificates		X \$3.00=	
Additional short form certificates		X \$3.00=	
Total			

The fee is **not refundable if no record is found**. Cancellation requests are **not** accepted.

Applicant's relationship to person named on the certificate

Per Wis. Stat. § 69.20(1), a certified copy of a birth certificate is only available to those with a "direct and tangible interest." (A–E) **Note:** Grandchildren, stepparents, stepchildren and stepbrothers/sisters may only obtain certified copies as categories C–E.

Check **one** box which indicates **your relationship** to the **person named** on the birth certificate.

- A. ☐ I am the **person named** on the birth certificate.
- B. I am a **member of the immediate family** of the person named on the birth certificate.
- | | |
|---|---|
| ☐ Parent (My name is on the birth certificate, and my parental rights have not been terminated.) | ☐ Child |
| ☐ Brother/sister | ☐ Maternal grandparent |
| ☐ Current spouse | ☐ Paternal grandparent |
| | ☐ Current domestic partner (registered in the Wis. Vital Records System) |
- C. ☐ I am the **legal custodian or guardian** of the person named on the birth certificate.
- D. ☐ I am a **representative authorized** by any person in category A, B or C, including an attorney.
- Specify the person you represent: _____
- E. ☐ I can demonstrate the birth certificate is necessary for the **determination or protection of a personal or property right**.
- Specify your interest: _____
- F. ☐ None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for identity or legal purposes)

Purpose for which the certificate is requested: _____

Photo ID submitted as proof of identity

See page 3 for details on acceptable ID. **Note:** A copy of the photo ID should be included with the application.

Type of ID: _____ ID number: _____

Expiration date: _____

Attestation

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: _____

Date signed (MM/DD/YYYY): _____

Instructions and Frequently Asked Questions

Submit your application materials and fee to:

State Vital Records Office, PO Box 309, Madison, WI 53701-0309

Be sure to include:

- ☐ Completed form
- ☐ Copy of acceptable identification
- ☐ Payment
- ☐ Self-addressed, stamped, business-size envelope
- ☐ Any additional proof or authorization required

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

A certified copy:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar
- Can be used for legal purposes
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat § 69.20(1).

An uncertified copy:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

Limitations on access to certain birth certificates

According to Wis. Stat. Ch. 69, 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.

How long will it take to process my request?

Requests for certified and uncertified copies of birth certificates may take up to 2 weeks plus mail time to complete.

What identification is required when applying for a birth certificate?

Requests for certified copies proof of identification. A **photocopy** of the applicant’s ID is required. Expired cards or documents will not be accepted. Examples of acceptable forms of identification include:

One of these:

- State issued driver’s license or ID card
- US government-issued photo ID
- US or foreign passport
- Tribal or military ID card

or

Two of these:

- Bank/earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

If you have questions regarding this form, please call 608-266-1373 or visit our website at <https://www.dhs.wisconsin.gov/vitalrecords>