



Non-Certified Death Record Application

Anyone may buy a noncertified death record for a Minnesota death. A noncertified death record prints on plain paper.
Non-certified copies are for informational use only.

Subject/Deceased	First name		Middle name		Last name		Name suffix	
	Date of death [MM/DD/YYYY]		Date of birth [MM/DD/YYYY]		or Age	City of death		County of death
	First parent's name		Second parent's name			Spouse on record (if any)		
You MUST complete this section if you send your application to a vital records office by mail or fax								
Requester	Requester name (please print)				Daytime phone		Email	
	Mailing address				Apt/Unit #	City		State
Request information							Fee	Costs for records
A non-certified death record costs \$13							\$13	\$13
Added copies are \$6 each <i>if you buy them when you purchase one at \$13.</i>					# of added copies	X \$6		
How do you want us to process your request?							Fee	Choose processing
Standard – request processed in the order received							\$0	Enter \$0 or \$20
Rush Processing – your request goes ahead of standard requests (<i>Does not include Express Shipping</i>)							\$20	
How do you want us to return your document(s)?							Fee	Choose delivery
Regular First-Class Mail®							\$0	Enter \$0 or \$24.90
Express Shipping (Sent USPS Priority Mail Express®) <i>Rush delivery requests are processed in the order received unless you choose rush processing above.</i>							\$ 24.90	
<p>Check the box if you wish to require a signature for receipt. If you do not check this box, no signature will be required at the time of delivery.</p> <ul style="list-style-type: none"> • There will be a 2.49% convenience fee for credit card transactions. • For international requests, please go to https://postcalc.usps.com to calculate and include international mailing fees. 								
The amount you pay must cover the non-certified records and services you requested.								Total Amount Due
How do you want to pay? Fees are due at the time of application and are non-refundable. <i>Minnesota Statutes, section 144.226.</i>								
Credit card MasterCard/VISA Discover/American Express	Cardholder name						Valid thru MM/YY	
	Card number						3-digit security code	
<p>Make check or money order payable to: Olmsted County Vital Records and send by mail with application. DO NOT SEND CASH. Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i></p>								
Check	Check Number							
Money Order	Money Order Number							
Mail or fax your application and payment								
By mail (Do not send cash) Olmsted County Vital Records 151 4 th Street SE Rochester, MN 55904-3709					The Office of Vital Records returns applications that are incomplete or not paid in full at the time of application. If we cannot find the record with the information you provide, we will send you a "Statement of No Record Found".			
By FAX (Payment with credit card information only) 507-328-7965								
If you have questions about this form, contact: vitals@olmstedcounty.gov or call 507-328-7660.								