

A person must be eligible to get a **certified** record. They must request the certificate by filling out an application or writing a letter that includes information required by Minnesota Rules, part 4601.2600. They must show acceptable ID. The request must be notarized if not made in-person. Requirements differ for **noncertified** records. See below.

PUBLIC BIRTH CERTIFICATE		REQUIREMENT(S)
1. Parent of the subject		Parent's name must be on the subject's record
2. Grandparent of the subject		Signed request/attestation - no additional requirements
3. Great-grandparent of the subject		Signed request/attestation - no additional requirements
4. Child of the subject		Signed request/attestation - no additional requirements
5. Grandchild of the subject		Signed request/attestation - no additional requirements
6. Great-grandchild of the subject		Signed request/attestation - no additional requirements
7. Spouse of the subject		Must be the current spouse
8. Subject of the record		Signed request/attestation - no additional requirements
9. Legal custodian, guardian, or conservator of the subject		Certified court order showing legal relationship
10. Health care agent		Health care power of attorney
11. Subject's personal representative, Minnesota Statutes, section 524.1-201		Signed request/attestation - no additional requirements
12. Successor of the subject, Minnesota Statutes, section 524.1-201		Subject of record is deceased
13. Determination or protection of a personal or property right		Documentation that a birth certificate is necessary
14. Adoption agency - to complete post-adoption search		Employee ID
15. Local/state/tribal/federal governmental agency if the certified vital record is necessary for the governmental agency to perform its authorized duties		Employee ID
16. Attorney for the subject or person in items 1-14 above		MN Attorney License # OR copy of non-MN Attorney License
17. Person with a valid, certified copy of a U.S. court order (not a subpoena)		Court order <i>must order</i> release to the requester A subpoena does not meet the requirement
18. I am the authorized representative of a person listed above. I have a signed statement from that person showing: a. Information needed to find the vital record b. The signer's relationship to the subject of the record c. My name d. That I have permission to obtain the certificate		Authorized representative must <ul style="list-style-type: none"> <li>Fill out the Birth Certificate Application as the "requester", and</li> <li>Attach the signed statement to the application to receive a <b>public</b> certificate.</li> </ul> The signed <i>statement</i> <b>does not</b> need a notary's signature. <b>Line 18 does not apply to confidential birth records.</b>
CONFIDENTIAL BIRTH CERTIFICATE		REQUIREMENT(S)
19. Parent of the subject		Parent's name must be on the subject's record
20. Legal custodian, guardian, or conservator of the subject		Certified court order shows legal relationship
21. Subject of the birth record		Subject must be age 16 or older, or a homeless youth
22. Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, section 124D.23; Minnesota Statutes, chapter 260E; AND, tribal child support programs Minnesota Statutes, section 144.225, subdivision 2, paragraph (f).		Employee ID
23. Per a valid, certified copy of a U.S. court order releasing the certificate		Court order <i>must order</i> release to the requester A subpoena does not meet the requirement
NONCERTIFIED PUBLIC BIRTH RECORD		REQUIREMENT(S)
<b>In-person application and payment:</b> Requester must complete the <i>required</i> fields in the MANDATORY section of the application. Requester does not need to fill in any other information. <b>Mailed or faxed application with payment:</b> Requester must complete the entire application.		
Anyone - legal transcript		Anyone may buy a noncertified PUBLIC birth record
Mother named on record <b>or</b> LPH representative – medical transcript		Signature of notary public

## AUTHORIZED REQUESTERS TABLE

NONCERTIFIED CONFIDENTIAL BIRTH RECORD		REQUIREMENT(S)
Subject of the birth record		Subject must be age 16 or older
Parent of the subject		Parent's name must be on the subject's record
Guardian of subject		Certified copy of guardianship papers
Representatives of Minnesota programs that administer child support, medical assistance, MinnesotaCare, and services under Minnesota Statutes, section 124D.23; Minnesota Statutes, chapter 260E; AND, tribal child support programs Minnesota Statutes, section 144.225, subdivision 2, paragraph (f).		Employee ID
Person with a valid, certified copy of a U.S. court order (not a subpoena)		Court order must order release to the requester A subpoena does not meet the requirement
OTHER BIRTH CERTIFICATES		REQUIREMENT(S)
Certificate of Birth Resulting in Stillbirth		Parents named on the fetal death record may request this certificate. The Office of Vital Records issues these certificates.
Homeless Youth Birth Certificate		One form of ID (acceptable ID, <b>OR</b> Affidavit of Homeless Status, <b>OR</b> Statement to Identify). The age requirement for confidential records <b>does not apply</b> .
VA Birth Certificate – PUBLIC records only		For Veterans Affairs related purposes only – Veterans, surviving spouse or next of kin, Dept. of Veterans Affairs representative, or Veterans Services Officer

## AUTHORIZED REQUESTERS TABLE

To obtain any **certified** death record on this page the requester must:

- Complete the Death Certificate Application
- Show **acceptable ID** if request made in person, or sign application in front of a notary public to mail or fax
- Pay the required fee(s)

DEATH CERTIFICATE	REQUIREMENT(S)
1. Child of the subject	Signed request/attestation - no other requirements
2. Parent of the subject	Parent's name must be on the subject's record
3. Sibling of the subject	Signed request/attestation - no other requirements
4. Spouse of the subject	Spouse's name must be on the death record
5. Grandparent or great-grandparent of the subject	Signed request/attestation - no other requirements
6. Grandchild or great-grandchild of the subject	Signed request/attestation - no other requirements
7. Subject's personal representative, Minnesota Statutes, section 524.1-201	Signed request/attestation - no other requirements
8. Successor of the subject, Minnesota Statutes, section 524.1-201	Signed request/attestation - no other requirements
9. Trustee of a trust	Signed request/attestation - no other requirements
10. Determination or protection of a personal or property right	Proof that requester needs certified copy
11. Adoption agency - to complete post-adoption search	Employee ID
12. Attorney for the subject or person in items 1-11 above	MN Attorney License # <b>OR</b> copy of non-MN Attorney License
13. Person with a valid, certified copy of a U.S. court order (not a subpoena)	Court order <i>must order</i> release to the requester A subpoena does not meet the requirement
14. Local/state/tribal/federal governmental agency, if the certified vital record is necessary for the governmental agency to perform its authorized duties	Employee ID
15. I am the authorized representative of a person listed in lines 1-13 on this page. I have a signed statement from that person showing: <ul style="list-style-type: none"> <li>a. Information needed to find the vital record</li> <li>b. The signer's relationship to the subject of the record</li> <li>c. My name</li> <li>d. That I have permission to obtain the certificate</li> </ul>	Authorized representative must <ul style="list-style-type: none"> <li>▪ Complete the Death Certificate Application as the "requester", and</li> <li>▪ Attach the signed statement to the application</li> </ul> The signed <i>statement</i> <b>does not</b> need a notary's signature.
16. Dept. of Veterans Affairs representative or Veterans Services Officer	Signed request/attestation - no other requirements
CERTIFIED VA DEATH CERTIFICATE	REQUIREMENT(S)
The surviving spouse or next of kin of a veteran	Spouse's name must be on the death record
NONCERTIFIED DEATH RECORD	REQUIREMENT(S)
<b>In-person application and payment:</b> Requester must complete the <i>required</i> fields in the MANDATORY section of the Noncertified Death Record Application. The applicant does not need to supply any other information on the application.  <b>Application mailed or faxed with payment:</b> Requester must complete the entire application.	
Anyone may buy a noncertified death record	

Minnesota Department of Health  
 Office of Vital Records  
 PO Box 64499  
 St. Paul, MN 55164-0499  
 651-201-5970  
[health.vitalrecords@state.mn.us](mailto:health.vitalrecords@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

To obtain this information in a different format, call 651-201-5970.