

**WISCONSIN BIRTH CERTIFICATE APPLICATION**  
(for Mail or In-Person Requests)

**TYPE or PRINT.**

**PENALTIES:** Any person who willfully and knowingly makes a 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 3 years and 6 months, or both, per s. 69.24(1)]. Any person who willfully and knowingly obtains a birth certificate for fraudulent purposes 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 s. 69.24(1), Wis. Stats.].

**The information in Section I is about the person completing this application.**

<b>I. APPLICANT INFORMATION</b>	YOUR CURRENT NAME - First	Middle Initial	Last	YOUR DAYTIME TELEPHONE NUMBER ( )
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address)		Apt. No	City/State/Zip Code
	Driver's License Number:		STATE	EXPIRATION DATE

**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)**

**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.)  
 Brother/Sister       Current Spouse       Child  
 Maternal Grandparent       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 whom you represent.

E.  I can demonstrate that 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.)

NOTE: Grandchildren, stepparents, stepchildren and stepbrothers/sisters may only obtain certified copies as categories C-E.

**PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:**

**III. FEES**

**FEES: FIRST copy is \$20. EACH additional copy of this record (at the same time) is \$3. (It is illegal to photocopy a certified record)**

First certified copy.....	\$ 20.00	20.00
Each additional copy of the same record, issued at the same time as the first copy	X \$ 3.00	
Number of additional copies		
<b>TOTAL</b>		

Make cashier or money order payable to: REGISTER OF DEEDS

Be sure to include (1) completed form (2) acceptable identification (3) any additional proof or authorization required (4) self-addressed business-size envelope (5) cashier's check or money order. No personal checks  
**MAIL APPLICATION AND FEE TO: REGISTER OF DEEDS 730 Wisconsin Ave., Racine, WI 53403**

**IV. BIRTH RECORD**

BIRTH NAME - First		Middle	Last Name as on the birth certificate
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTH DATE (Month/Day/Year)	PLACE OF BIRTH - County	PLACE OF BIRTH - City, Village, or Township
PARENT'S BIRTH NAME - First		Middle	BIRTH Last Name
PARENT'S BIRTH NAME - First		Middle	BIRTH Last Name

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 to the categories listed above.

SIGNATURE (Applicant)	Date Signed (Month / Day / Year)
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**OFFICE USE ONLY**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Applicant ID: \_\_\_\_\_ SVRIS: \_\_\_\_\_ LL: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Check: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ Credit Card/VitalChek: \_\_\_\_\_

**1. 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.

**2. 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.

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

**APPLYING IN PERSON**

Requests for certified copies of birth certificates are usually completed within 30 minutes of application.

Requests for uncertified copies of birth certificates are not completed on the same schedule as requests for certified copies.

In-person requests for uncertified copies may take up to 1 week to complete.

A written and notarized authorization must accompany the application when checking Box D or E, either in person or by mail.

**APPLYING BY MAIL**

Requests for certified copies of birth certificates may take up to 1 week plus mail time to complete.

Requests for uncertified copies of birth certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 2 weeks plus mail time.

**\*\*WE ARE NOT RESPONSIBLE FOR CERTIFICATES LOST IN THE MAIL.** You may send in an envelope with tracking info along with your application if you prefer.

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

Requests for certified copies require proof of identification. Applicant's original ID is required for in-person applications. A **photocopy** of the applicant's ID is required for mail applications.

**At least one form of ID must show your name and address. 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 262-636-3208  
or visit our website at [WWW.RACINECOUNTY.COM/ROD](http://WWW.RACINECOUNTY.COM/ROD)**