



Cottonwood County Recorder

Certified Copy of Birth Certificate Request

Complete this form to order a certified copy of a Minnesota birth certificate.

The law requires you to provide information to order a birth certificate, Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600. It is against the law to provide false information to get a birth certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227 and section 609.02, subdivisions 3 and 4.

Information to locate the requested birth record
Subject: First name, Middle name, Last name, Suffix, Date of birth, Gender, City of birth, County of birth
Parents: First name, Middle name, Last name, Last name before 1st marriage, Suffix
Person completing this application: Name, Date of birth, Mailing address, Apt/Unit #, City, State, ZIP, Daytime phone, Email
Information about birth certificates: Most Minnesota vital record information is public information.
MANDATORY - Check the boxes below that describe your relationship to the subject of the record:
Birth certificates available to individuals who meet any of the legal requirements in items 1-14 below (Public records)
Birth certificates available only under the conditions or to the persons named below (Confidential records)

*****SEE BACK!

Certified Copy of Birth Certificate Request

Complete this form to order a certified copy of a Minnesota birth certificate.

Person completing this application - the requester:				
Signature and Notary (application must be signed in front of a notary if applying by mail, fax, or email)				
<i>I certify that the information provided on this application is accurate and complete to the best of my knowledge.</i>				
<i>If I am not eligible to receive the certificate I requested, the Cottonwood County Recorder will contact me. I give the Cottonwood County Recorder permission to apply my payment to a follow up application.</i>				
Requester's signature		Notary Stamp/Seal		
Signed or attested before me on: _____ day of _____, 20_____				
Notary public signature		My commission expires		
Request and Payment Information		Request	Fee	Total
One birth certificate sent by First Class Mail®.		1	\$26	\$26
How many <i>additional</i> certificate(s) do you want to purchase for this birth record now?			\$19 each	
		Total amount due: Amount must be at least \$26.		
Type of payment	<input type="checkbox"/> Credit card MasterCard/VISA/Discover	<input type="checkbox"/> Check Check # _____	<input type="checkbox"/> Money order Money order # _____	
	Enter card information below	Payable to Cottonwood County Recorder and sent by mail with application 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>		
Cardholder name		Card number		
3-digit security code		Expiration date		
Send application and payment to:				
County Vital Records Office				
Cottonwood County Recorder Kathleen Kretsch PO Box 326 Windom MN 56101		P: (507)831-1458 F: (507)831-3675		
If you have questions, please contact us at (507)831-1458.				