

**PLEASE READ THESE INSTRUCTIONS CAREFULLY**

**WHO CAN ORDER A BIRTH CERTIFICATE?**

Only those authorized by 50-15-121 MCA, which includes the registrant (14 years old or older), the registrant's spouse, children, parents, or guardian, or an authorized representative, or those who provide documentation showing it is needed for determination or protection of the individuals personal or property rights, proof of relationship, guardianship, or authorization is required may obtain certified copy of a birth record.

Step-relatives, in-laws, grandparents, aunts, uncles, cousins, ex-spouses, and a natural parent of an adoptive child are not eligible to receive a certified copy of a birth certificate.

**IDENTIFICATION IS REQUIRED**

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

**SEE THE BACK OF THIS APPLICATION FOR A LIST OF ACCEPTABLE IDENTIFICATION**

**IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.**

**FEE (All fees must be U.S. funds)**

- **CERTIFIED COPIES OF A BIRTH CERTIFICATE** cost \$12.00 for the first copy, \$5.00 for each additional copy of the same record. **(non-refundable)**
- **INFORMATIONAL COPIES OF A BIRTH CERTIFICATE** may be issued to anyone as long as the birth occurred 30 years prior to the date of application, **the cost is \$10.00. (non-refundable)**
- **CERTIFIED COPIES OF DOCUMENTS** on file with the state (i.e. Acknowledgment of Paternity, correction affidavits), the cost is \$12.00 for the first copy, \$5.00 for each additional copy of the same record. **(non-refundable)**
- **SEARCHES:** \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years per name requested. (An informational copy will be issued if record is found) **(non-refundable)**

**SHIPPING**

\$10.50 shipping and handling fee **(for fax or credit card orders only)**

\$18.00 for Express Courier weekday delivery in the continental United States. (delivered before 6:00 pm) **(for fax or credit card orders only)**

\$20.00 for Express Courier weekday delivery in the continental United States. (delivered before noon, only available in major cities) **(for fax or credit card orders only)**

\$25.00 for Express Courier weekday delivery to Alaska and Hawaii. **(for fax or credit card orders only)**

Method of Delivery: \_\_\_\_\_ Regular Mail                      \_\_\_\_\_ Express Courier (cannot be delivered to a PO BOX) (package must be signed for)

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Please complete the following information.**

**FULL** First, Middle and Last Name on Birth Certificate: \_\_\_\_\_

Has name ever been changed other than marriage \_\_\_\_\_ No \_\_\_\_\_ Yes if so original name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth (City or County): \_\_\_\_\_

Mother's **Full Maiden** Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_ # of copies needed \_\_\_\_\_

Your relationship to the certificate holder : \_\_\_\_\_ ( self, mother, father etc) Reason the Birth Certificate is needed: \_\_\_\_\_

**Mailing or Delivery Address:**

Name: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

**Notary** (For use if needed)

\_\_\_\_\_ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

Residing at \_\_\_\_\_ My commission Expires \_\_\_\_\_

**SEAL**

**Official Use Only**

Date \_\_\_\_\_

Rec# \_\_\_\_\_

Amount \_\_\_\_\_

Cert # \_\_\_\_\_

Ser # \_\_\_\_\_

Comment \_\_\_\_\_

**NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)**