

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

TYPE or PRINT.

PENALTIES: Any person who wilfully 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)].

I. APPLICANT INFORMATION	The information in Section I is about the person completing this application.					
	YOUR CURRENT NAME - First Middle Last			MAIL TO: Name (if different)		
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. #			ADDRESS (if different) Apt. #		
	City State ZIP Code		City State Zip Code			
	YOUR DAYTIME PHONE NUMBER ()			E-mail Address: (Optional)		
ATTACH A COPY OF YOUR CURRENT VALID PHOTO ID (State Issued Photo ID, Drivers license, or Tribal ID) See item 4, on page 2.)						
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)						

II. APPLICANT'S RELATIONSHIP TO PERSON ON THE CERTIFICATE	Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the birth certificate.					
	A. <input type="checkbox"/> I am the PERSON NAMED on the birth certificate.					
	NOTE: Grandchildren, step parents, step children and step siblings may only obtain certified copies as categories by C-E.					
	B. I am a member of the immediate family of the PERSON NAMED on the birth certificate.					
	<input type="checkbox"/> Parent (whose name appears on the birth certificate and whose parental rights have <u>not</u> been terminated.) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Paternal Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Current State Registered Domestic Partner					
	C. <input type="checkbox"/> I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. (Legal proof is required. See item 4 on page 2.)					
D. <input type="checkbox"/> I am a legal representative authorized by any person in category A, B or C, including an attorney. Specify whom you represent: _____						
E. <input type="checkbox"/> I can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right. Specify whom you interest: _____						
F. <input type="checkbox"/> None of the above. I am requesting an Uncertified copy (Copy will not be valid for identity or legal purposes.)						
PURPOSE FOR WHICH THE UNCERTIFIED IS REQUESTED:						

III. FEES	FEE: <u>MAY or MAY NOT BE REFUNDABLE</u> IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE <u>NOT</u> ACCEPTED.					
	<input type="checkbox"/> First Copy Fee \$ 20.00 <u>20.00</u>					
	<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy _____ X \$ 3.00 _____ Number of additional copies					
TOTAL _____						

Be sure to enclose: Payment, a completed form, acceptable identification, any additional proof or authorization required and a self-addressed, stamped, business size envelope. Mail your application materials and payment to: **Register of Deeds, 311 N Main St., Shawano, WI 54166.**
Phone: 715-524-2129

IV. BIRTH RECORD INFORMATION	BIRTH NAME - First Middle Last Name as it appears on the birth certificate		
	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTHDATE (Month / Day / Year)	COUNTY OF BIRTH
	IN ANY ORDER - LIST BOTH PARENT'S FULL BIRTH NAMES (Complete to the best of your knowledge)		
	BIRTH NAME - First Middle Last (birth name)		
	BIRTH NAME - First Middle Last (birth 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 with the categories listed above.

SIGNATURE (Applicant)	Date Signed (Month / Day / Year)
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Important: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified” copy of a birth certificate?

A CERTIFIED COPY:

- Is printed on of a birth security paper, has a raised seal, and shows the signature of the 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 an 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

- Request for certified and uncertified copies of birth certificates are usually completed within 15 to 20 minutes.

APPLYING BY MAIL

- Request for certified and uncertified copies are processed on the same day they are received. If not, an office staff member will call to let you know of any problems or delays that same day the application is received.

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

- All requested 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.

Examples of acceptable forms of identification include:

ONE OF THESE:

- State issued driver’s license or state 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 contact my office at 715-524-2129.

Thank you,

**Amy Dillenburg
Shawano County Register of Deeds**