

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A BIRTH CERTIFICATE?

Only those authorized by 50-15-121 MCA and 37.8.126 ARM, which includes the registrant (14 years old or older), the registrant's spouse, children (with proof of relationship), parents, grandparents (with proof of relationship), a caretaker relative, guardian, 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, caretaker relative, or authorization is required to obtain a certify copy of a birth record.

Step-relatives, in-laws, 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.

Suggested Identification

Picture ID with a Signature	OR Two Forms of ID – One MUST have a Signature		OR
<ul style="list-style-type: none"> • Driver's License • State ID Card • Passport • Military ID Card • Tribal 	<ul style="list-style-type: none"> • Social Security Card • Work ID Card • Car registration/Insurance • Doctor/Medical record • Fishing License • US Military DD214 • Utility Bill with a current address • Voter Registration Card 	<ul style="list-style-type: none"> • Credit/Debit/ATM Card • School ID Card • Library Card • Insurance Record • Pay Stub • Traffic/ Pawn ticket • Court record • Year Book 	<ul style="list-style-type: none"> • Have an authorized family member that has an ID order the certificate.

If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature. Please include photocopies of **both sides** of the ID when mailing your request. **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 - \$8.00 per copy. (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 – \$1.00 per copy. (non-refundable)**

***** Out of State Checks Not Accepted *****

PLEASE MAKE IN-STATE CHECKS, MONEY ORDERS, OR CERTIFIED CHECKS PAYABLE TO: Clerk and Recorder

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: _____ # of Copies Needed _____ Certified
Father's **Full Name**: _____ Informational
Your relationship to the certificate holder: _____ Purpose for which the Certificate is needed: _____
Email Address: _____

Mailing or Delivery Address:

Name: _____ Applicant's Signature _____ Date _____
Address: _____
City, State, Zip: _____ Daytime Telephone Number: _____

Notary (For use if you don't have valid ID)

State of _____
County of _____

This record was signed and sworn (or affirmed) before me on _____ by _____
(Date)

(Name of applicant)

(Notary Signature)

[Official Stamp]

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)