INSTRUCTIONS FOR COMPLETING
MINNESOTA CERTIFICATE OF BIRTH
APPLICATION

Use this application only if you want a legal certified copy of a birth record.

PART I: Birth Record Information

- Make sure all boxes are complete to the best of your knowledge.
- If you do not know information, please write "unknown." However, if we are not able to positively identify the birth record, we will return the application to you for more information or issue a certified copy of No Birth Record Found.
- If you are adopted and want a copy of your current, legal birth record, please use your adopted name and adopted parents' names.
- If you are requesting certificates for more than one birth record, you must complete a separate application for each record.

PART II: Tangible Interest

- Minnesota law requires an individual to have "tangible interest" to obtain a birth certificate.
- You must check one of the relationships listed in this section and you cannot add a relationship not on the list.
- You must attach documentation to prove your relationship to the subject when required.

PART III: Fee and Payment Information

- Please make your check or money order payable to **Cottonwood County Recorder**. Fees are nonrefundable per Minnesota Statutes, section 144.226, subdivision 1.
- A birth certificate fee is $26.00
- Additional copy of the SAME record is $19.00

PART IV: Requester and Notary Information

- The requester is the person applying for the certificate, not the subject of the birth record.
- The requester's date of birth is required to process the application.
- If you do not have a phone number or email address, please write "none."
- You must sign the application in front of a notary public and the notary must provide a signing date.
- The notary's stamp or seal (if required in your state) must be readable on the application. If you fax the application, please shade a notary's impressed seal so it is visible.

Mail application and fees to:
Cottonwood County Recorder
Kathleen Kretsch
Box 326
Windom MN 56101

If you have questions, please contact us (507)831-1458