

**Vital Statistics  
City of Milwaukee Health Department  
841 North Broadway, Rm 115  
Milwaukee, WI 53202  
414-286-3503**

**This office maintains birth certificates for all persons born in the City of Milwaukee from 1893 to the present.**

**FREQUENTLY ASKED QUESTIONS INDEX**

- What is the difference between a certified and an uncertified copy?
- What information will be on the birth certificate?
- How do I request copies of birth certificates?
- Whose birth certificate is available at this office?
- What if I don't have all the information requested in the application?
- How do I obtain a birth certificate if the birth occurred in another state or country?
- How can I contact the City of Milwaukee Vital Statistics office directly?

**What is the difference between a certified and an uncertified copy of a birth certificate?**

A **certified copy** of a birth certificate issued by the City of Milwaukee Vital Statistics office will have a raised seal of the State of Wisconsin, will show the signature of the local Registrar, and will be printed on security paper. A certified copy is required to obtain a state-issued driver's license or identification, a passport, or insurance benefits, or to travel to some foreign countries.

State law restricts who may obtain a certified copy of a birth certificate. A certified copy may be issued to:

- The person named on the record,
- The current spouse of the person named on the record,
- The current domestic partner of the person named on the record,
- A parent of the person named on the record,
- A sibling of the person named on the record,
- A child of the person named on the record,
- A grandparent of the person named on the record,
- A person authorized in writing by one of the above. The written authorization must accompany the request and the relationship of the authorizing party to the subject of the record must be clearly explained,
- A person who can demonstrate that the record is required to protect a personal or property right.

If you do not meet one of the above criteria, you cannot receive a certified copy of a birth certificate.

An **uncertified copy** of a birth certificate is available to anyone who applies. An uncertified copy will contain the same information as a certified copy but will not be acceptable for legal purposes, such as obtaining identification.

According to Chapter 69, Wisconsin Statutes, the following kinds of birth certificates cannot be issued in uncertified format:

- A child born to unmarried parents when paternity has not been established, or
- A child born to unmarried parents when paternity was established by court order.

### **What information will be on the birth certificate?**

- An [uncertified](#) copy of a birth certificate will be a photocopy on plain, white paper of the original document that was filed in our office. The information provided on a birth certificate varies from year to year. Typically, a birth certificate from 1907 will include the name of the child, the date of birth, the place of birth, and the parents' names. Birth certificates from later years may include information on the time of birth, and the ages, place of birth, and occupation of the parents.
- A [certified](#) copy of a birth certificate may be issued in two formats, a computer-printed extract or a photocopy of the original record. Either format will be acceptable for legal purposes such as obtaining a driver's license or a passport, or for foreign travel. Unless you specify otherwise, you will receive a computer-printed extract.
- The certified extract will show the name of the subject at birth, date of birth, place of birth, parents' names, file date, and certificate number. If changes have been made to the certificate, it may also show previous information.
- The certified photocopy will be a copy on security paper of the original certificate. It may contain additional information such as time of birth. Many birth certificates were handwritten and may be difficult to read. If changes have been made to the certificate, the original information may be crossed out and new information written in.

### **How do I request a copy or copies of a birth certificate?**

You can apply for a copy of a birth certificate three ways: [in person](#), [by mail](#), or [by fax](#). Wisconsin law requires that applications for copies of birth certificates include both a signature and the appropriate fees.

- **In Person:** You can apply in person for a copy of a birth certificate at 841 North Broadway, Rm 115 on the corner of East Kilbourn and North Broadway in Milwaukee, Wisconsin. The office is open from 8:00 A.M. until 4:30 P.M. (C.S.T.), Monday through Friday, excluding legal holidays and designated furlough days. Applications are available in our office or you may fill out our birth application form (INSERT WEB ADDRESS) and bring it with you. The cost is \$20 for the first copy of a birth certificate, \$3 for each additional copy requested on the same person at the same time. Acceptable

methods of payment for in-person requests are cash, personal check, and money order. Credit or debit cards with a Mastercard or Visa logo are also acceptable.

- **By Mail:** To request a birth certificate by mail, download the birth certificate request form from our website at [www.milwaukee.gov/health](http://www.milwaukee.gov/health) OR write a letter giving the following information:
  1. Relationship – only the person themselves or a member of his/her immediate family may obtain a certified copy of a birth certificate. The relationship must be stated, i.e. I wish to obtain a copy of my own birth certificate.....
  2. Full birth name of the person name on the record
  3. Date of birth
  4. City and county of birth
  5. Parent’s names, including mother’s maiden name
  6. Your phone number, in case there is a question about your request
  7. Be sure to sign and date the letter
  8. Include a check or money order made out to **Vital Statistics**
  9. Please include a self-addressed, stamped, business-size envelope with your request.
  10. Send it to Vital Statistics, Milwaukee Health Department, 841 North Broadway, Rm 115, Milwaukee, WI 53202.

The fee is \$20.00 for the 1<sup>st</sup> certificate, additional copies of the same record issued at the same time are \$3.00 each. Again ,we accept checks or money orders made payable to VITAL STATISTICS.

Incomplete or unsigned forms will be returned unprocessed.

- **By Fax:** If you require expedited service for a copy of a birth certificate or you cannot apply in person, you may submit a fax application. The certificate can be sent to you by regular mail or overnight United Parcel Service (UPS) Next Day Air. There are additional costs for both the expedited service and overnight mailing.

Please download the appropriate birth certificate request form from our website [www.milwaukee.gov/health](http://www.milwaukee.gov/health). (INSERT) Once the application is filled out and signed, please fax it to the number listed on the top of the form - (414) 286-2036.

Again, we offer both a regular FAX service and an EXPEDITED service. The cost for expedited service is \$20.00 per record in addition to the \$20.00 birth certificate search fee. Additional copies of the same certificate, requested on the same person at the same time, are \$3.00 each. All costs must be paid with a debit card or a credit card.

Faxed requests for both certified and uncertified copies to be sent by regular mail will be completed and mailed within five business days.

Expedited Faxed requests for copies to be sent by overnight UPS will be completed and shipped within one to two business days. UPS requests are processed until 3:00 p.m.

each business day for next business day delivery. The fee for UPS shipping is \$15.00 within the continental U.S. There will be additional shipping costs for areas outside the continental United States or for Saturday delivery.

### **Whose birth certificate is available at this office?**

The City of Milwaukee Vitals Statistics office maintains birth certificates for all Milwaukee resident births from 1893 to the present. You must have been born at a City of Milwaukee hospital or your parents must have been living in Milwaukee at the time of the birth. We also maintain birth certificates for persons whose parents were living in Milwaukee at the time of their birth but who delivered at a non-Milwaukee city hospital from 1980 to the present.

### **What if I don't have all the information requested in the application?**

We can search for birth certificates even if you cannot provide all the information requested in the application. For us to search our files for a birth certificate when some information is not available, you must provide the name of the subject at the time of birth and a period of time to search. If our office does not have your record, we will contact you to let you know how you can obtain your birth certificate.

### **How do I request a birth certificate if the birth occurred in another city, state or country?**

The Wisconsin Vital Records Office has certificates for Wisconsin births or for foreign-born children who were adopted in Wisconsin. The State of Wisconsin Vital Statistics website is [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov). Their phone number is 608-266-1372.

You can find information on obtaining certificates from other states or U.S. territories on the Internet at <http://www.cdc.gov/nchs/w2w.htm>

For information on obtaining birth documentation for a birth that occurred outside of the United States or U.S. territories, you can find information on the sites listed below.

If you are requesting a copy of the birth certificate on file in the country of birth, you may contact the U.S. Embassy in that country or that country's consulate located in the United States.

Reminder: This document will most likely be completed in the official language of the country of birth.

Addresses and telephone numbers for consular offices in the U.S. can be found on the Internet at <http://www.state.gov/s/cpr/rls/fco> (exit DHS).

2. For U.S. citizens born abroad, if you need a replacement copy of the Consular Report of Birth Abroad of a Citizen of the United States of America, you can find information at the following U.S. Department of State Web site: [http://travel.state.gov/law/family\\_issues/birth/birth\\_593.html](http://travel.state.gov/law/family_issues/birth/birth_593.html) (exit DHS).

## **How can I contact the City of Milwaukee Vital Statistics Office directly?**

If you have a question that is not answered in the FAQ, please contact us directly in one of the following ways :

- Telephone: . To contact our service counter during the hours of 8:00 A.M. to 4:30 P.M. (C.S.T.), Monday through Friday, please call (414) 266-1373. This phone number also has automated information available 24 hours a day.
- Mail: Our mailing address is Vital Statistics, Milwaukee Health Department, 841 N. Broadway, Rm. 115, Milwaukee, WI 53202

## **How can I protect myself against identity theft?**

The new [Wisconsin Office of Privacy Protection](#) (exit DHS) can help you learn how to protect yourself against identity theft. It can also provide help if you have been victimized. The Office of Privacy Protection is a joint effort of the Department of Agriculture, Trade and Consumer Protection and the Department of Financial Institutions.

On the Web: <http://privacy.wi.gov> (exit DHS) Telephone: 1-800-422-7128.

PDF: The free *Adobe Reader*<sup>®</sup> software is needed to view and print portable document format (PDF) files. [Learn more.](#)<sup>77</sup>