

# Fax Application for a Wisconsin Birth Certificate

(H-15 Regular)

Vital Statistics, 841 North Broadway, Rm. 115, Milwaukee, WI 53202 Phone: 414-286-3516 Fax: 414-286-2036

Personally identifying information requested on this form, including credit card information, will be used to process your application and payment for the requested copies. Failure to supply this information may result in denial of your request for copies.

**PENALTIES:**

Any person who willfully 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 three years and six months, or both, per s. 69.24(1), Wis. Stats.]

**INSTRUCTIONS:** Please complete this form and fax to **(414) 286-2036**.

<b>SECTION I – SHIP TO INFORMATION (Print or Type.) You must complete this section for application to be processed.</b>			
1. FULL NAME (First, Middle, Last)		2. DAYTIME TELEPHONE NUMBER	
3. STREET ADDRESS or P.O. BOX (You must provide a street address if you are requesting shipping by UPS.)		4. APT. NUMBER	4. E-MAIL ADDRESS
5. CITY, VILLAGE, or TOWNSHIP		6. STATE	7. ZIP CODE
8. TYPE OF CURRENT VALID PHOTO ID (see item 4 on page 2)	9. PHOTO ID NUMBER	10. STATE OF ISSUANCE	11. EXPIRATION DATE

**SECTION II – APPLICANT’S RELATIONSHIP TO THE PERSON NAMED ON THE BIRTH CERTIFICATE. (Check one.)**

According to Wisconsin Statute, a CERTIFIED copy of a birth certificate is only available to those with a “direct and tangible interest” (categories A–E below). You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A–E. In that case, you may check category F below.

- A. I am the PERSON NAMED on the birth certificate.
- B. I am a member of the immediate family of the PERSON NAMED on the birth certificate. (Only those listed below qualify as immediate family.) NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as section II, categories C–E.
 

CHECK ONE:

  - Parent (whose name is on the birth certificate and whose parental rights have **not** been terminated)
  - Current Spouse       Brother / Sister
  - Grandparent       Child
  - Current Domestic Partner (registered in the WI Vital Records System)
- C. I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. (Legal proof is required. See item 1 on page 2.)
- D. I am a representative authorized, in writing, by any of the aforementioned (categories A–C). (The written and notarized authorization must accompany this application. See item 1 on page 2.)
- E. I can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Proof is required.)
 

Specify your interest: \_\_\_\_\_
- F. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A–E above OR who do not need a copy for legal purposes. (See item 1 on page 2.)

**PURPOSE FOR WHICH CERTIFICATE IS REQUESTED (Specify. This information will assist us in processing your request.)**

APPLICANT’S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE


**SECTION III – BIRTH CERTIFICATE INFORMATION**

<b>BIRTH INFORMATION</b>	BIRTH NAME (First, Middle, Last Name as it appears on the birth certificate)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
	DATE OF BIRTH (Month / Day / Year)	PLACE OF BIRTH (City, Village, or Township)	PLACE OF BIRTH (County)
	MOTHER'S (MAIDEN) LAST NAME as it appears on the birth certificate	Mother's First Name	Mother's Middle Name
	FATHER'S LAST NAME as it appears on the birth certificate	Father's First Name	Father's Middle Name

**SECTION IV – FEES** FEES ARE NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. Mandatory fees are already filled in. Please fill in additional fees for extra copies or UPS delivery, if applicable.

1. <b>Search Fee</b> (includes one copy of the birth certificate, if found. Fee is set by State.)	\$20.00	\$20.00
2. <b>Additional Copies of the Certificate</b> (issued at the same time as the first) Number of copies _____	x 3.00	_____
3. <b>Shipping</b> - Regular Mail – No additional cost; mailed within 5 business days. ....	0.00	_____
	<b>TOTAL</b>	_____

**SECTION V – CREDIT CARD INFORMATION** We accept only VISA or MasterCard.

Name on Credit Card _____	Expiration Date: _____  _____
Street Address _____	
Credit Card Number _____	
Validation Code: _____ (short # on the back side of your credit card)  <--- code	
Signature of Credit Card Holder _____	

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 (Person Completing Application)	Date Signed:
<input type="checkbox"/> I have included a copy of my current (not expired) photo ID with this application.	

FOR OFFICE USE ONLY:

Certificate No. \_\_\_\_\_ File Date \_\_\_\_\_

Mother's Res. Co. \_\_\_\_\_

# WISCONSIN BIRTH CERTIFICATE APPLICATION

## 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 State Vital Records Office will have a raised seal, will show the signature of the local Registrar and will be printed on security paper. A certified copy may be required to obtain a State-issued driver's license or identification, for travel, to obtain a passport, or for benefit purposes.

State law restricts who may obtain a certified copy of a birth certificate. A **certified** copy can only be issued to those people with a 'direct and tangible interest' which means the following:

- **A person named on the birth certificate**
- **An immediate family member**, defined as spouse, current domestic partner (Declaration registered in the Wisconsin Vital Records system), child, or parent (whose name is on the birth certificate AND whose parental rights have not been terminated), brother/sister, or grandparent of the person named on the certificate.

**NOTE:** Grandparents, step-parents and step-children can only obtain certified copies IF they:

- are the legal custodian or guardian of the person named on the certificate,
- are authorized in writing by the person named or an immediate family member or the custodian/guardian,
- can demonstrate that the information from the birth certificate is necessary for the determination or protection of a personal or property right for the person named on the certificate

- **The legal custodian or guardian of the person named on the birth certificate.** Legal proof, *e.g.* a court order of custody or guardianship is required.
- **A person authorized in writing by one of the above.** A written and notarized authorization must accompany the application and must clearly state the relationship of the authorizing party to the subject named on the certificate.
- **A person who can demonstrate that the birth certificate is required to determine or protect a personal or property right.** Proof of such right is required.

IF you do not meet one of the above criteria, you cannot receive a **CERTIFIED** copy of a birth certificate.

An **UNCERTIFIED** copy will contain the same information as a certified copy but it is NOT acceptable for legal purposes, such as proof of identity.

## Limitations on access to certain birth certificates

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

ONLY persons with a 'direct and tangible' interest may obtain CERTIFIED copies of the types of birth certificates listed above.

## How long will it take to process my request?

Copies of birth certificates from City of Milwaukee resident births are usually available from this office within 3 weeks following the birth of a baby.

### **APPLYING IN PERSON**

In-person requests for **certified** or **uncertified** copies of birth certificates are usually completed within 15 minutes.

### **APPLYING BY MAIL**

Requests for **certified** or **uncertified** copies of birth certificates are usually completed with 72 hours of our receipt of your request.

## What identification is required when applying for a certified or uncertified copy of a birth certificate?

A photocopy of the applicant's current ID as listed below must be submitted with ALL mail or faxed applications. A current ID as listed below is required when submitting any type of application.

**AT LEAST ONE FORM OF ID must show your current name and current address. Expired cards or documents will not be accepted.**

The acceptable forms of identification are:

### **ONE OF THESE:**

- Wisconsin driver's license
- Wisconsin photo ID
- Out-of-state driver's license or photo ID card

– OR –

### **TWO OF THESE:**

- Government-issued employee ID card or badge with photo
- US Passport
- Check or bank book
- Major Credit Card
- Health Insurance Card
- Recent dated, signed lease
- Recent utility bill or traffic ticket

IF YOU HAVE QUESTIONS, PLEASE CALL 414-286-3503  
OR VISIT OUR WEBSITE:

[milwaukee.gov/birth-death-certs](http://milwaukee.gov/birth-death-certs)