MONTANA VITAL STATISTICS
111 N SANDERS RM 6 or PO BOX 4210
HELENA, MONTANA 59604-4210
Phone: 406-444-2685

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER AN INFORMATIONAL COPY OF AN ORIGINAL BIRTH CERTIFICATE?

Only those that are listed on the current birth certificate are authorized to request the sealed file. All others will need to obtain a court order that states they are authorized to request the sealed file. **Children of an individual will need to obtain a court order**.

Step-relatives, in-laws, aunts, uncles, cousins, ex-spouses, and birth parent of an adoptive child are not eligible to receive an informational copy of the original 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
• Driver's License • State ID Card • Passport • Military ID Card • Tribal	• 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	• Credit/Debit/ATM Card • School ID Card • Library Card • Insurance Record • Pay Stub • Traffic/ Pawn ticket • Court record • Year Book	• Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) • 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)

- **INFORMATIONAL COPIES OF AN ORIGINAL BIRTH CERTIFICATE** cost $25.00 for the opening of the sealed file, $16.00 per informational copy of the original birth certificate, $16 per informational copy of the certificate of adoption, IF INCLUDED IN THE SEALED FILE. (All other documents require a court order to get informational copies.) All fees are **non-refundable**.

PLEASE MAKE CHECKS PAYABLE TO: MONTANA VITAL RECORDS

PLEASE FILL OUT THIS FORM WITH THE INFORMATION THAT IS ON THE CURRENT RECORD

Please complete the following information.

FULL First, Middle and Last Name on current 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: _____

Father's Full Name:_____ _____ # of copies needed

Your relationship to the certificate holder :_____(self, mother, father etc) Reason the Birth Certificate is needed: **OPEN FILE - INFORMATIONAL COPY OF ORIGINAL BIRTH CERTIFICATE & CERTIFICATE OF ADOPTION, IF INCLUDED IN FILE**

Mailing or Delivery Address:

Name: _____Applicant's Signature_____

Address: _____

City, State, Zip: _____ Daytime Telephone Number: _____

Notary (For use if needed)

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this_____ day of _____ 20____

SEAL

Signature: _____
Printed Name: _____
Notary Public in and for the State of _____
Residing at _____My commission Expires_____

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)