

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 certified copy of a birth record.

Step-relatives, siblings, 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 a 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. If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature.

| 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• Yearbook | <ul style="list-style-type: none">• Have your signature on this form notarized• Have an authorized family member that has an ID order the certificate |

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A BIRTH CERTIFICATE:** \$8.00 for each copy.
- **CERTIFIED LONG FORM:** \$8.00 for each copy. Includes time of birth and parent's places of birth. Missoula County birth's only.
- **NON-CERTIFIED INFORMATIONAL COPIES:** \$0.50 for each copy. May be issued to anyone if the birth occurred 30 years prior.

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 / Parent's Full **Maiden** Name: _____

Father's / Parent's Full Name: _____

Your relationship to the certificate holder (self, mother, father etc.): _____

Reason the Birth Certificate is needed: _____ # of copies: _____

Applicant Information:

Name: _____

Address: _____ City, State, Zip: _____

Daytime Telephone Number: _____ Signature of Applicant: _____

Notary (For use if needed)

State of _____ County of _____

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

(Notary's Signature)

[Official Stamp]

Ways to Order:

- Go to missoulavitals.us to complete the application online.
- E-mail your application with identification and credit card information to recording@missoulacounty.us. Certificates are mailed the next business day.
- Fax your application with identification and credit card information to 406-258-4811. Certificates are mailed the next business day.
- Mail the application with copies of identification and payment (check, money order, or credit card). Certificates are mailed the next business day. **Please make checks payable to Clerk & Recorder.**
- Apply in-person for same day service. Office hours are 8:00 AM to 5:00 PM Monday through Friday.

For USPS Priority Express 1-2 Business-Day Delivery: Add \$32 to order cost. A tracking number will be provided and sent to your email address.

If paying by credit or debit card, a \$1.25 fee plus 1.995% processing fee will be added to your transaction.

Credit Card #: _____

Expiration Date: _____

Signature for Credit Card: _____