

INSTRUCTIONS FOR ORDERING A BIRTH RECORD

1. **Print, Fill out completely, and Sign application.** (see below for who can order)
2. **Provide proof of Identity** (see acceptable methods below)
3. **Enclose cashier's check or money order** (see Fees below)
4. **Enclose a stamped self-addressed return envelope.**
(enclose a pre-paid envelope from express mail/UPS/FEDEX etc. for expedited service. We do not track mail once it leaves our office - keep all tracking info)
5. **Mail application, I.D., payment, and return envelope to Cascade County Clerk and Recorder, 121 4th St N, Suite 1B1 Great Falls, MT 59401**

WHO CAN ORDER A CERTIFIED BIRTH CERTIFICATE?

Only those authorized by 50-15-121 MCA, which includes the **registrant (14 years old or older) the registrant's spouse, children, parents or guardian or an authorized representative**, may obtain a certified copy of a birth record. Proof of relationship, guardianship or authorization is required. Step-relatives, in-laws, grandparents, siblings, aunts, uncles, cousins, ex-spouses, and a natural parent of an adoptive child or others are NOT eligible to receive a certified copy of a birth certificate. Non-certified informational/genealogy copies are available to anyone if record is more than 30 years old.

Montana birth certificates are full size paper with a raised seal. Wallet size cards are not available.

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 the application notarized.
- If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature.
- If you have no identification and an authorized family member cannot send an application for you, then you may send a notarized Montana Office of Vital Statistics Statement to Identify form filled out by a witness who has known you for more than 2 years who can attest to your identity. (see link on previous page to download this form if needed)

SUGGESTED IDENTIFICATION

<u>Picture ID with Signature</u>	<u>OR</u> ANY TWO Forms of ID Listed Below (One MUST have a signature)	<u>OR</u>
Photocopy of: Driver's License State ID Card Passport Tribal ID Card Military ID Card (w/ signature)	OR Photocopies of 2 of the below- one with signature: Social Security Card Fishing License Pay Stub Insurance Record US Military DD-214 Traffic/Pawn Ticket Utility Bill with a current address Doctor/Medical Record Court Record Library Card Voter Registration Card Year Book School ID Card Credit/Debit/ATM Card Car Registration/Insurance Work ID Card	OR : Have the application Notarized (original application only not faxed or photocopied) OR: Have someone who has known you for more than 2 years fill out a Notarized Montana Office of Vital Statistics Statement to Identify Certified Birth or Death Certificate Applicant Form (original only, not a photocopy or faxed copy) along with the application filled out by you.

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

Money Order or Cashier's Check Only, NO personal checks or cash accepted. Make payable to Cascade County Clerk and Recorder, and make sure you sign it. (If you come into our office in person, cash is acceptable.) Credit/debit cards not accepted.

Certified copies of a Birth Certificate:

Cost is **\$8.00** for each copy. (non-refundable) You do not need to send separate money orders for multiple requests in one envelope.

Informational copies of a Birth Certificate:

Cost is **\$2.00** each **Not certified** (for informational /genealogy purposes only and cannot be used for any legal purpose) may be issued to anyone, as long as the birth occurred at least **30 years prior** to the date of application.

MAIL : Most requests are processed within 2 working days of receipt. You **may** wish to send your request by an express mail (eg. UPS, FEDEX, USPS EXPRESS), along with a **pre-paid** self addressed return express mail envelope to speed up the mailing process. You are responsible for tracking your mail before we receive it *and* after it leaves our office. Certificates can only be mailed to the authorized applicant. **We do not guarantee any return times.**

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 will occur.

MONTANA BIRTH CERTIFICATE APPLICATION

Cascade County Clerk & Recorder, 121 4th St N Ste 1B1 Great Falls, MT 59401 406-454-6718

IDENTIFICATION IS REQUIRED

Picture I.D. with signature or other acceptable proof of identity required. See instruction page.

COMPLETE THE FOLLOWING – PLEASE PRINT

PERSON WHO IS APPLYING FOR BIRTH CERTIFICATE

Your Name (PRINT) _____

Your Relationship (to person on birth certificate) _____

Address _____ City _____

Daytime Phone no. (_____) _____

SIGNATURE x _____

INFORMATION ON BIRTH CERTIFICATE

NAME OF PERSON ON BIRTH CERTIFICATE: (if adopted or name legally changed give new name)

First Middle Last (MAIDEN if female)

DATE OF BIRTH: Month ___ Day ___ Year ___ ___ **PLACE** _____ (County or City in Montana where born)

FATHERS NAME: (or if adopted give the new name)

First Middle Last

MOTHERS MAIDEN NAME:

First Middle Last MAIDEN (name before marriage)

Reason Birth Certificate is needed _____

Number of Certified copies ___ @ \$8.00 each **Please make money orders or cashiers checks payable to: Cascade County Clerk & Recorder**

Non-certified (informational/genealogy purposes only & must be more than 30 years old - cannot be used for any legal purpose) ___ @ \$2.00 each

Notary (For use if no ID available)

State of _____
County of _____

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

(Name of Signer)

(Notary's Signature)

Official Use Only

Cert # _____

Ser # _____

Date _____

Initial _____

[Official Stamp]

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USES OR ATTEMPTS TO USE OR FURNISH TO ANOTHER FOR USE, FOR ANY PURPOSE OF DECEPTION, ANY CERTIFICATE, RECORD, REPORT, OR CERTIFIED COPY MADE, ALTERED, AMENDED, OR MUTILATED. (50-15-114(C), MCA)