

## 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 4<sup>th</sup> 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**

<b><u>Picture ID with Signature</u></b>	<b><u>OR</u></b> ANY TWO Forms of ID Listed Below (One MUST have a signature)	<b><u>OR</u></b>
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 Pay Stub US Military DD-214 Utility Bill with a current address Court Record Voter Registration Card School ID Card Car Registration/Insurance	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.
	Fishing License Insurance Record Traffic/Pawn Ticket Doctor/Medical Record Library Card Year Book Credit/Debit/ATM Card Work ID Card	

### **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 **\$5.00** 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 **\$.50** 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. If you do not know the year of birth we charge .50 cents per year to search for the record. (non-refundable)

**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 4<sup>th</sup> St N Ste 1B1, Great Falls MT 59401 406-454-6718

[www.co.cascade.mt.us](http://www.co.cascade.mt.us)

## 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** as shown on ID (PRINT) \_\_\_\_\_

**Your Relationship** to person on birth certificate (**check one**)

Self  Parent of person  Spouse of person  Child of person  Guardian of person  
(must send original documents as proof)  Authorized representative (must send original documents  
as proof)  Other \_\_\_\_\_ (if checked you cannot get a certified copy - see instructions)

**Address** \_\_\_\_\_

**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:** (or if adopted give the new name)

\_\_\_\_\_  
First Middle Last MAIDEN (name before marriage)

**Reason Birth Certificate is needed** \_\_\_\_\_  
( what are you using the birth certificate for?)

**Number of Certified copies** \_\_\_ @ \$5.00 each (No Personal Checks accepted)

Non-certified (informational/genealogy purposes only & must be more than 30 years old - cannot be used for any legal purpose) \_\_\_ @ .50 cents each (if year is unknown searches are .50 cents per year)

**Optional - NOTARY BLOCK** (if needed - see instructions for proof of identity requirements)

\_\_\_\_\_ 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 \_\_\_\_\_

Signature \_\_\_\_\_

SEAL

Printed Name: \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

Residing at \_\_\_\_\_ Commission Expires \_\_\_\_\_

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT 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)

OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Certificate # \_\_\_\_\_

Security paper # \_\_\_\_\_

Date \_\_\_\_\_

I.D. Verified by \_\_\_\_\_