

FLATHEAD COUNTY CLERK & RECORDERS OFFICE
800 S. MAIN, KALISPELL, MT 59901
406-758-5528

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A BIRTH CERTIFICATE?

Only those authorized by 50-15-121 MCA, which includes the registrant (16 years old or older), the registrant's spouse, children, parents, or guardian, or 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, or authorization is required to obtain a certified copy of a birth record.

Step-relatives, in-laws, grandparents, 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 an enlarged legible photocopy 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 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 acceptable identification is **NOT** enclosed, or in lieu of identification your application is not notarized, 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 in U.S. funds)

- * **CERTIFIED COPIES OF A BIRTH CERTIFICATE** cost \$5.00 for each copy. (non-refundable)
- * **INFORMATIONAL COPIES OF A BIRTH CERTIFICATE** may be issued to anyone as long as the birth occurred 30 years prior to the date of application, cost is \$0.50 (non-refundable)
- * **SEARCHES** \$0.50 for each year searched (non-refundable)

BIRTH CERTIFICATE APPLICATION

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 **Full Maiden** Name _____

Father's Full Name _____

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

Reason the Birth Certificate is needed _____ # of copies _____

Mailing Address:

Name: _____ Applicant's Signature: _____

Address: _____ Daytime Phone Number: _____

City, State, Zip: _____ Date: _____

NOTARY (in lieu of identification)

_____ 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 before me this ____ day of ____ 20__

SEAL

Printed Name: _____

Notary Public in and for the State of _____

Residing at _____ My Commission expires _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSON 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)