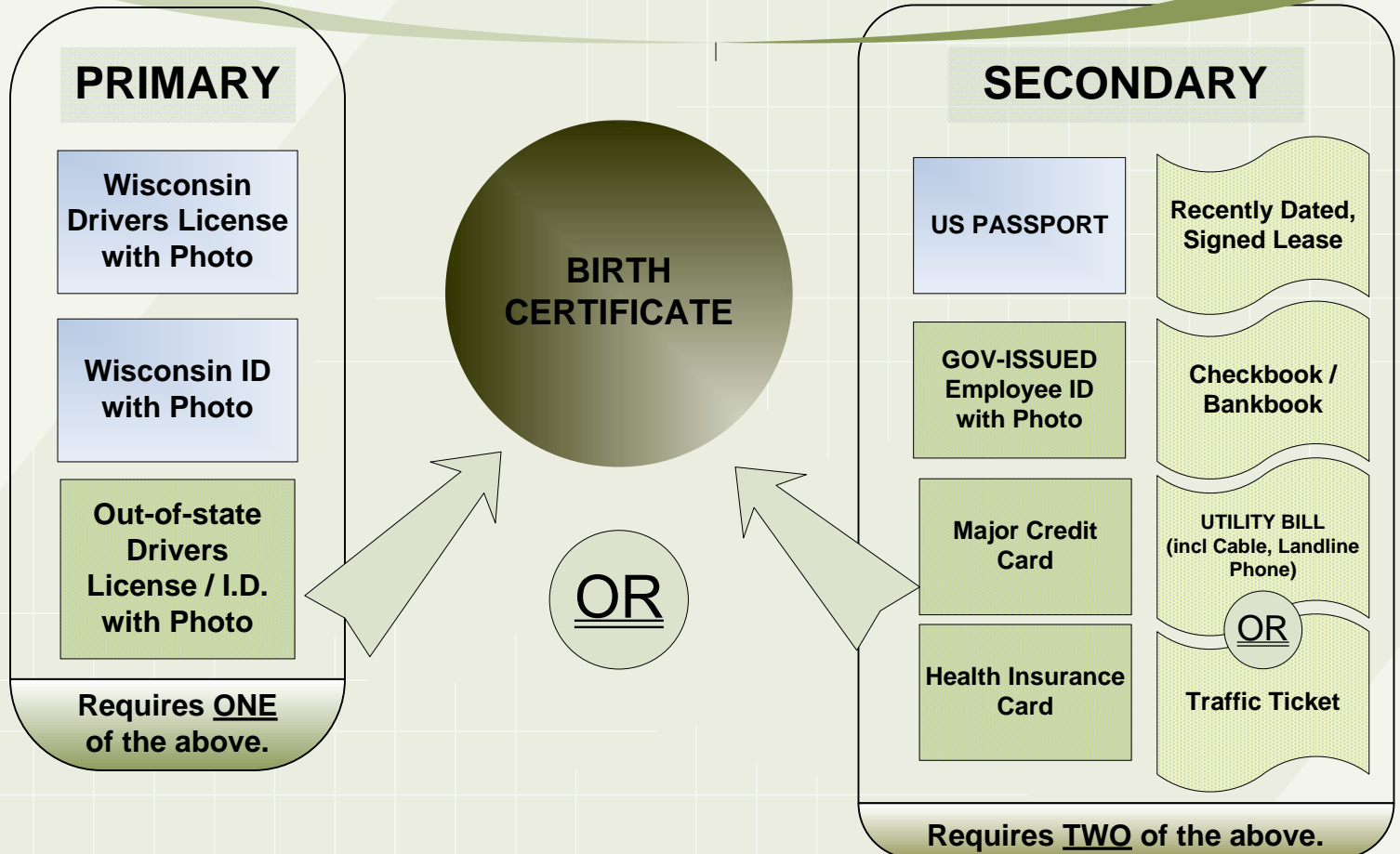


## Obtaining a Birth Certificate

**Wisconsin Vital Records Office** can only accept applications in person, by mail, or by fax. The office is located at 1 West Wilson Street, Room 158, Madison, Wisconsin. Office hours are from 8:00 a.m. to 4:15 p.m. Monday through Friday, excluding holidays.

### In Person

Identification is required to receive copies of vital records **in person**. The acceptable forms of identification are listed below.



All forms of identification must show your current name and address. Expired cards or documents will not be accepted.

**Wisconsin Vital Records** office provides both regular service and expedited service for in-person requests.

**Regular Service:** In-person requests for certified copies of birth certificates are completed within two hours of acceptance at the counter if received by 2:00 p.m. Requests received at the counter after 2:00 p.m. will be completed by 10:00 a.m. on the next business day. The first copy of a birth certificate costs \$20.00, plus \$3.00 per additional copy.

**Expedited Service:** Expedited in-person requests for certified copies of birth certificates generally will be completed within 15 to 30 minutes. Expedited requests will not be processed after 4:00 p.m. Expedited requests cost an additional \$20.00 per birth certificate, plus \$3.00 per additional copy.

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## By Mail

Fill out the birth certificate application form available on the web at <http://www.dhs.wi.gov/forms/F0/F05291.pdf>.

Mail the application to:

**Wisconsin Vital Records Office  
P.O. Box 309  
Madison, WI 53701-0309**

Please include a self-addressed, stamped, business-size envelope with your request.

The cost for the search, which includes one copy of the record, if found, is \$20.00. Additional copies of the same record, requested at the same time as the first, are \$3.00 each. The fee is not refundable if no record is found. You must enclose a personal check or money order made payable to **Wis. Vital Records**.

Expedited service is not available by mail. If you require expedited service for a copy of a birth certificate, you must apply in person or by fax.

## By Fax

Please use the fax birth certificate application form available on the web at <http://www.dhs.wi.gov/forms/F0/F05292.pdf> or call (608) 266-1373 to have the form faxed to you. Fill out the form and fax it to the number listed on the top of the form.

All requests received by fax will be charged for expedited service. The cost for expedited service is \$20.00 per record in addition to the \$20.00 birth certificate search fee. The search fee includes one copy of the certificate, if found. Additional copies of the same certificate, requested at the same time as the first, are \$3.00 each. All costs must be paid by credit card and there is an additional \$6.00 fee for credit card processing. The fees are not refundable if no record is found.

The certificate can be sent to you by regular mail or overnight United Parcel Service (UPS) Next Day Air.

For additional information on fees and transmission times, visit the Wisconsin Vital Records website or contact their staff by phone.

## By Internet

Online requests can be processed through an independent company that is partnered with Wisconsin counties' Register of Deeds: VitalChek Network, Inc.

Visit: [www.vitalchek.com](http://www.vitalchek.com)

An additional fee is charged by VitalChek for this service, and all major credit cards are accepted.

## County Register of Deeds

You can also obtain copies of your birth certificate by contacting the Register of Deeds for your county.

## Out of State Birth Certificates

If you were born outside of Wisconsin, you must contact the appropriate agency in the state or county where you were born.

Visit: <http://www.cdc.gov/nchs/w2w.htm>