Roosevelt County Clerk and Recorder
Phone: 406-653-6250 400 2nd Ave. So., Ste. 105, Wolf Point, MT 59201
Fax: 406-650-6289

PLEASE READ THESE INSTRUCTIONS CAREFULLY

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 certify copy of a birth record.

Step-relatives, 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 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 this application notarized.

Suggested Identification

| Picture ID with a Signature | OR Two Forms of ID – One MUST have a Signature | OR
|----------------------------|-----------------------------------------------|---
| Driver’s License            | Social Security Card                           | Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) (non-refundable)
| State ID Card               | Work ID Card                                   | Have an authorized family member that has an ID order the certificate (non-refundable)
| Passport                    | Car registration/insurance                     | (non-refundable)
| Military ID Card            | Doctor/Medical record                          | (non-refundable)
| Tribal                      | Fishing License                                 | (non-refundable)
|                            | US Military DD214                               | (non-refundable)
|                            | Utility Bill with a current address             | (non-refundable)
|                            | Voter Registration Card                        | (non-refundable)

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

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 may occur.

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

- CERTIFIED COPIES OF A BIRTH CERTIFICATE cost $8.00 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)

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 etc...)

Reason the Birth Certificate is needed: ____________________________ # of copies __________

Mailing or Delivery Address:

Name: ____________________________

Address: ____________________________ City, State, Zip: ____________________________

Daytime Telephone Number: ____________________________ Signature of Applicant ____________________________

Notary (For use if needed) Verification of Signer's ID Is Mandatory

State of ____________________________

County of ____________________________

This record was signed and sworn to (or affirmed) before me on ____________________________ by ____________________________ (Date) ____________________________ (Name of Signer) ____________________________ (Notary's Signature)

O ff i c ia l U se O n l y

Date ____________________________

Rec# ____________________________

Amount ____________________________

Cert # ____________________________

Ser # ____________________________

Comment ____________________________

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)