

**BUTTE-SILVER BOW CLERK AND RECORDER'S OFFICE
REQUEST FOR BIRTH CERTIFICATES
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 certified 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.

REQUIRED IDENTIFICATION

| PICTURE ID WITH A SIGNATURE | OR TWO FORMS OF ID – ONE MUST HAVE A SIGNATURE | | OR |
|--|---|---|---|
| <ul style="list-style-type: none"> • Drivers license • State ID Card • Passport • Military ID Card • Tribal | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Credit/Debit/ATM card • School ID card • Library card • Insurance record • Pay stub • Traffic/pawn ticket • Court record • Year book | <p>Notarized Montana Office of Vital Statistic Statement to Identify certified Birth or Death Certificate Applicant Form (you must provide the original letter, not a photocopy or faxed copy) Have authorized family member that has an ID order the certificate</p> |

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 \$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; the 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: _____ Number of copies: _____ Applicant's Signature: _____

Mailing or delivery address:

Name: _____ Address: _____ City, State, Zip: _____

Daytime Telephone Number: _____

RETURN FORM(S), MONEY ORDER OR CASH (only) & STAMPED SELF ADDRESSED ENVELOPE TO:

**BSB CLERK & RECORDER'S OFFICE RM 208
155 WEST GRANITE
BUTTE, MONTANA 59701**

Notary (if needed)

_____ 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 _____ My commission expires _____

| | |
|--------------------------|-------|
| Official Use Only | |
| Date: _____ | _____ |
| Trk (red): _____ | _____ |
| Cert #: _____ | _____ |
| Ser #: _____ | _____ |
| Amount: _____ | _____ |

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)