

Noncertified Death Record Application Instructions

The headings below match the sections on the Noncertified Death Record Application form.

MANDATORY: Information about the deceased person - used to locate the requested death record

You must complete the **required** items in this section. Provide the other information if you know it. Vital record offices use this information to locate the correct Minnesota death record.

The information in this section is REQUIRED if you are sending your application to a vital records office by mail or fax.

By mail or fax - You must fill in your entire mailing address and pay for the noncertified death record. The vital records office will send the noncertified death record to you in the mail.

In person - You may take your application to a county vital records office and pay the required fee. If you apply in person at a county vital records office, your mailing address is not required. The Office of Vital Records (OVR) does not have walk-in service.

Request information

One noncertified death record costs \$13. Additional copies are \$6 each *if you buy them when you purchase one at \$13*. Enter the number of additional copies you want in the “# of additional copies” box.

How do you want your request processed?

Standard processing means that the Office of Vital Records (OVR) processes noncertified death record applications in the order received. If you want standard processing, enter \$0 on the application under ‘Choose processing’.

If you want **faster processing** of your request, enter \$20 on the application under ‘Choose processing’. The \$20 fee moves your request at OVR ahead of standard requests. *Faster processing at OVR does not include UPS delivery.*

If you take your application to a county vital records office, you can get the noncertified death record you want the same day.

How do you want your document(s) delivered?

OVR will send your documents to you by regular mail unless you choose UPS delivery.

If you want UPS delivery to an address inside the United States, enter \$16 on the application under 'Choose delivery'. Check the box to require a signature for UPS delivery. **The Office of Vital Records and UPS are not responsible for deliveries that do not require a signature.** UPS delivery **does not** mean faster processing.

If you want OVR to send your documents to an address outside of the United States, you must include a UPS prepaid envelope when you submit your application, supporting documents and fees.

If you take your application to a county vital records office, you can get the certificate you want the same day. If you mail or fax your application to a county vital records office, check with that office for their delivery options and costs.

How do you want to pay?

Fees for vital records are the same at all vital records offices statewide. You must pay for documents and services when you submit your application. Vital records offices will not process applications without payment.

The Office of Vital Records accepts payment by credit card (VISA, MasterCard, and Discover), check, or money order.

County vital records offices may have different payment options.

Send application and payment to the Office of Vital Records or a County Vital Records Office

Send your application and payment to the Office of Vital Records, **OR**, take or mail your application to a county vital records office. If you send your application and payment to a county vital records office, call the office first to confirm processing, payment and delivery options.

To obtain this information in a different format, call 651-201-5970. Printed on recycled paper.

Anyone may buy a **noncertified death record** for a Minnesota death. Printed on plain paper, noncertified death records are for informational use only. If we cannot locate the record with the information you provide, we will send you a statement of no record found.

MANDATORY: Information about the deceased person - used to locate the requested death record

Subject/Deceased	First name (required)	Middle name (required)	Last name (required)	Name suffix
	Date of death [MM/DD/YYYY] (required)	Date of birth [MM/DD/YYYY] or Age	City of death	County of death (required)
	First parent's name	Second parent's name	Spouse on record (if any)	

The information in this section is REQUIRED if you are sending your application to a vital records office by mail or fax

Requester	Requester name (please print)				
	Mailing address - UPS will not deliver to PO boxes or APO addresses.	Apt/Unit #	City	State	ZIP
	Daytime phone	Email			

Request information	Fee	Subtotals
One noncertified death record costs \$13	\$13	\$13
Additional copies are \$6 each <i>if you buy them when you purchase one at \$13.</i>	# of additional copies x \$6	
How do you want your request processed?	Fee	Choose processing
Standard – request processed in the order received	\$0	Enter \$0 or \$20
Faster – your request goes ahead of standard requests (<i>Does not include UPS delivery</i>)	\$20	
How do you want your document(s) delivered?	Fee	Choose delivery
Regular First Class Mail®	\$0	Enter \$0 or \$16
United Parcel Service (UPS)	\$16	
For UPS delivery, check here <input type="checkbox"/> to require a signature. The Office of Vital Records and UPS are not responsible for deliveries that do not require a signature. UPS will not deliver to PO boxes or APO addresses.		

Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226. **Amount due**
Write in total if filling out by hand

How do you want to pay?		Amount due
<input type="checkbox"/> Credit card MasterCard/VISA/Discover	Cardholder name	Valid thru MM/YY
	Card number	3-digit security code
<input type="checkbox"/> Check Check # _____	Make check or money order payable to FILLMORE COUNTY and send by mail with application. DO NOT SEND CASH. Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i>	
<input type="checkbox"/> Money order Money order # _____		

If you have questions about this form, contact health.vitalrecords@state.mn.us or 651-201-5970.

Mail your application, check, money order, or credit card information to: Fillmore County Auditor/Treasurer PO Box 466 Preston, MN 55965 507-765-3811 FAX application with credit card information: 507-765-2662	The amount you pay must cover the certificates and services you requested. The Office of Vital Records returns applications that are incomplete, not signed in front of a notary public and not paid in full at the time of application.
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