

Noncertified Death Record

APPLICATION AND INSTRUCTIONS

A noncertified copy of a death record prints on plain paper. *Noncertified copies are for informational use only.*

You may not use a noncertified death record for legal purposes. If you need a death record document for legal purposes, you must buy a certified death certificate.

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

Subject/Deceased - MANDATORY

You must complete the **required** items in the section. Vital record offices use the information to find the Minnesota death record. Supply the other information if you know it.

Requester

You must fill in your name and entire mailing address **if you send your application by mail or fax**. Put your phone number and email address on the form in case we have questions about your request.

If you apply in person at a county vital records office, you do not need to complete the **requester** section.

Request information

A noncertified death record costs \$13; added copies bought now are \$6 each. Enter the number of added copies you want in the “# of added copies” box.

How do you want us to process your request?

Standard means that the Office of Vital Records (OVR) handles requests in the order of receipt for no added fee.

Faster means that OVR moves your request ahead of standard requests for an added \$20. *Faster processing at OVR **does not** include UPS® delivery.*

If you want, you may take your application to a county vital records office. Check with a county office close to you for information about how they offer services.

[County Vital Records Office Contacts \(www.health.state.mn.us/people/vitalrecords/registrars.html\)](http://www.health.state.mn.us/people/vitalrecords/registrars.html)

How do you want us to return your document(s)?

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

If you want UPS® delivery to an address in the United States, enter \$16 under “Choose delivery”. UPS® will not deliver to PO boxes or APO addresses. 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.** The \$16 UPS® delivery fee **does not** mean we will process your request faster.

If you take your application to a county vital records office, check with them for information about how they offer their services.

Total due

You must pay the full amount due for the noncertified records and services that you ask for. We must receive your payment with the application. The total due equals \$13 + cost of added copies + processing fee + delivery fee.

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 send your application. Vital records offices will not process applications without payment.

OVR accepts payment by credit card (VISA, MasterCard, and Discover), check, or money order.

Payment options at county vital records offices may vary. Some counties may not accept payment by credit card.

Mail or fax your application and payment

Mail your application, and check, money order or credit card information to the address on the application; or fax your application with credit card information to the number on the application. OVR does not have walk-in service.

We return applications that are incomplete or not paid in full.

Minnesota Department of Health
Office of Vital Records
PO Box 64499
St. Paul, MN 55164-0499
651-201-5970
health.vitalrecords@state.mn.us
www.health.state.mn.us

To obtain this information in a different format, call 651-201-5970.

Noncertified Death Record Application

Anyone may buy a noncertified death record for a Minnesota death.

A noncertified death record prints on plain paper. *Noncertified copies are for informational use only.* If we cannot find 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 find 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) State MN	
	First parent's name			Second parent's name			Spouse on record (if any)	

You MUST complete this section if you send your application to a vital records office by mail or fax

Requester	Requester name (please print)			Daytime phone (10-digits)		Email		
	Mailing address - UPS® will not deliver to PO boxes or APO addresses.				Apt/Unit #	City		State

Request information **Fee** **Costs for records**

A noncertified death record costs \$13	\$13	\$13
Added copies are \$6 each <i>if you buy them when you purchase one at \$13.</i>	X \$6	
	# of added copies	

How do you want us to process your request? **Fee** **Choose processing**

Standard – request processed in the order received	\$0	
Faster – your request goes ahead of standard requests (<i>Does not include UPS® delivery</i>)	\$20	

How do you want us to return your document(s)? **Fee** **Choose delivery**

Regular First-Class Mail®	\$0	
United Parcel Service (UPS®)	\$16	

For UPS® delivery, check here 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.

Total due **Total due**

You must pay the full amount for the noncertified records and services that you ask for. Fees are due at the time of application and are non-refundable. <i>Minnesota Statutes, section 144.226.</i>	Total due = \$13 + cost of added copies + processing fee + delivery fee	
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How do you want to pay?

<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 the Minnesota Department of Health and send by mail with the application. DO NOT SEND CASH. <i>Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. Minnesota Statutes, section 604.113, subdivision 2.</i>	
<input type="checkbox"/> Money order Money order #		

Mail or fax your application and payment

By mail Do not send cash Minnesota Department of Health Office of Vital Records PO Box 64499 St. Paul MN 55164-0499	The Office of Vital Records returns applications that are incomplete or not paid in full at the time of application. If we cannot find the record with the information you provide, we will send you a "Statement of No Record Found".
By FAX Application with credit card information only 866-416-1357	

If you have questions, contact the Office of Vital Records: health.vitalrecords@state.mn.us or 651-201-5970.