



**Clerk & Recorder**  
**512 California Avenue, Libby, MT 59923**  
**(406) 283-2300**

PLEASE READ THESE INSTRUCTIONS CAREFULLY

**WHO CAN ORDER A BIRTH CERTIFICATE?**

Only those authorized by 50-15-121 MCA and 37.8.116 ARM, which includes the registrant, the registrant's spouse, children, parents, grandparents, a caretaker relative, guardian, an authorized representative, or those who provide documentation showing it is needed for determination or protection of the individual's 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.

Picture ID with a Signature	OR two forms of ID – One MUST have a Signature	OR
<ul style="list-style-type: none"> <li>• Driver's license</li> <li>• State ID card</li> <li>• Passport</li> <li>• Military ID card</li> <li>• Tribal ID</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security card</li> <li>• Work ID card</li> <li>• Car registration/insurance</li> <li>• Doctor/medical record</li> <li>• Fishing license</li> <li>• US Military DD214</li> <li>• Utility bill with current address</li> </ul>	<ul style="list-style-type: none"> <li>• Voter registration card</li> <li>• Credit/debit/ATM card</li> <li>• School ID card</li> <li>• Insurance record</li> <li>• Paystub</li> <li>• Traffic/pawn ticket</li> <li>• Court record</li> </ul>
		<ul style="list-style-type: none"> <li>• Have an authorized family member who has an ID order the certificate</li> </ul>

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 delays in processing your order may occur.**

**FEES: (all fees are non-refundable and must be in U.S. funds). PLEASE MAKE CHECKS PAYABLE TO: Clerk & Recorder**

- **CERTIFIED COPIES OF A BIRTH CERTIFICATE:** MCA 7-4-2631 cost is \$8 each.

**Please provide the following information:**

**FULL** First, Middle, and Last name on Birth Certificate: \_\_\_\_\_

Has name ever changed other than marriage? No  Yes  If yes, original name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth (City or County): \_\_\_\_\_ Gender: \_\_\_\_\_

Mother's **Full Maiden** Name: \_\_\_\_\_ Father's Full Name: \_\_\_\_\_

Your relationship to the certificate holder: \_\_\_\_\_ Reason Requesting: \_\_\_\_\_ Number of copies needed: \_\_\_\_\_

**Mailing or Delivery Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

\_\_\_\_\_ (date) by \_\_\_\_\_ (Name of Applicant)

\_\_\_\_\_  
 (Notary's Signature)

[Official Stamp]

Official Use Only
Date _____
Rec# _____
Amount \$ _____
Cert # _____
Comment _____

**NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)**