



**1. What is the difference between a “certified” and an “uncertified” copy of a birth certificate?**

**A CERTIFIED COPY:**

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

**AN UNCERTIFIED COPY:**

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

**2. Limitations on access to certain birth certificates**

According to Wis. Stat. ch. 69, uncertified copies of the following types of birth certificates may not be obtained by anyone:

- A child born to unmarried parents and paternity has not been established.
- A child born to unmarried parents and paternity was established by court order.

**3. How long will it take to process my request?**

**APPLYING IN PERSON**

Requests for certified copies of birth certificates are usually completed right away if the birth certificate is on file. If the birth is not on file it can take up to 2 business hours.

Requests for uncertified copies of birth certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 3 days to complete.

**APPLYING BY MAIL**

Requests for certified copies of birth certificates are usually completed right away if the birth certificate is on file. If the birth is not on file it can take up to 2 business days plus mail time.

Requests for uncertified copies of birth certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 week plus mail time.

**4. What identification is required when applying for a birth certificate?**

Requests for certified copies require proof of identification. Applicant’s original ID is required for in-person applications. A **photocopy** of the applicant’s ID is required for mail applications.

**At least one form of ID must show your name and address. Expired cards or documents will not be accepted.**

Examples of acceptable forms of identification include:

- |  |           |  |
|--|-----------|--|
| <b>One of these:</b>   | <b>OR</b> | <b>Two of these:</b>   |
| <ul style="list-style-type: none"><li>• State issued driver’s license or ID card</li><li>• US Government issued photo ID</li><li>• US or Foreign passport</li><li>• Tribal or Military ID card</li></ul> |           | <ul style="list-style-type: none"><li>• Bank/Earnings statement</li><li>• Current, dated, signed lease</li><li>• Health insurance card</li><li>• Utility bill or traffic ticket</li><li>• Vehicle registration/title</li></ul> |

**If you have questions regarding this form, please call 920-849-1441  
or visit our website at [www.co.calumet.wi.us](http://www.co.calumet.wi.us)**