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## Important Documents to Have Before You Turn 18

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**Remember:** whenever you are sending in applications or documents to anyone, you should always keep copies of the papers for yourself and write down the day you mailed them.

➤ **Getting a Certified Copy of Your Birth Certificate**

**What you need:** Photo ID, \$26.00

**How long will it take?** 4-6 weeks by mail. Right away if you apply in person.

**Step by Step Process:**

(**Note:** These instructions are for people born in Minnesota. If you were born in another state go to <http://www.lawhelpmn.org/resource/applications-for-requesting-birth-certificate?ref=EocbA> to find instructions for the state you were born in. If you were born in another country, contact an embassy or consulate of your country for information.)

1. Go to <http://www.health.state.mn.us/divs/chs/osr/birth.html> to print out a copy of the Birth Certificate Application form. You can also call (651) 201-5980 to have an application mailed to you.
2. Fill out the application form. Do not sign it until you go to a notary. **Your application will not be processed unless it is signed in front of a notary.** You can find a notary at your local courthouse, the department of motor vehicles and banks. Some schools have notaries too. You **MUST** bring along a photo ID when getting documents notarized. There may be a fee, but it should not be more than \$5.00.
3. Mail the completed form, with your \$26.00 payment. You can pay with a check or money order made payable to "Minnesota Department of Health" or fill out your credit card information on the form. Mail it to:  
Minnesota Department of Health  
Central Cashiering- Vital Records  
P.O. Box 64499  
St. Paul, MN 55164-0499



**OR** fax the completed application form to (651) 201-5740. If you fax the form you have to pay with a credit card.

**NOTE:** You can apply in person for a certified copy of your birth certificate if you want the process to be quicker. Go to your county's local registrar's office. You can find your local office at: <http://www.health.state.mn.us/divs/chs/osr/registrars.html>. They are listed by county.

If you apply in person, you can get the form there, fill it out and hand it in. Most registrar offices will notarize your application for you, and you can often get a certified copy of your birth certificate the same day.

### Frequently Asked Questions

1. *How old do I have to be to get a copy of my birth certificate?*

If you are over 16 you can get a copy of your own birth certificate. If you are younger than 16, you can get a copy of your birth certificate if the record is not confidential. If you have questions about confidential birth certificates, call the Youth Law Project of Mid-Minnesota Legal Aid at (612) 332-1441.

2. *What if I am adopted?*

You can get a copy of your adoption certificate. If you want a copy of your **original** birth certificate you must be at least 19 years old. Even then, your birth parents have the right to keep their names and other information confidential.

Call the Department of Health at (651) 201-5980 for more information.

### ➤ Getting a State Issued ID Card

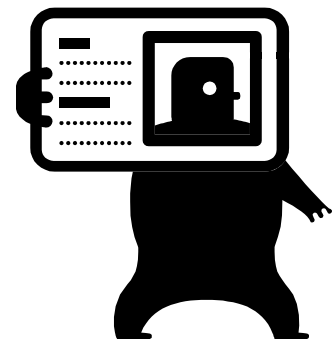
**What you need:** One Primary ID, One Secondary ID, \$18.00 the first time, \$13.50 for a replacement.

#### Primary ID Documents

1. Certified Birth Certificate
2. Valid US Passport
3. Adoption Certificate

#### Secondary ID Documents

1. Social Security Card
2. Secondary School Transcript (grades 7-12)
3. Secondary School ID Card (grades 7-12) with name, photo, and date of birth or ID number



**How long will it take?** 2 Weeks

### Step by Step Process:

1. Apply in person at your local county Service Center or Minnesota Drivers and Vehicle Services Office. DVS Office locations are listed at:  
<https://dutchelm.dps.state.mn.us/dvsinfo/info/locations/locations.htm>
2. Make sure you have one primary and one secondary form of identification along with your payment of \$18.00.

### ➤ Getting a Replacement Social Security Card

**What you need:** You have to prove age and identity. The best proof is an ID that has a photo of you AND your date of birth. If you don't have that you need 2 Forms of ID- one showing your date of birth and one with a photo or a physical description. The social security card is free.

If you were not born in the U.S. you will need to show documents that prove U.S. citizenship or current, lawful, work-authorized status.

#### Acceptable Photo ID with Date of Birth (one of the following):

1. U.S. Passport
2. Driver's license
3. State issued ID
4. School ID card with legal name, photo and date of birth

#### **OR** Proof of Age (one of the following)

1. Certified Birth Certificate
2. Adoption Certificate
3. A religious record made before age 5 that shows your date of birth

#### **AND**

#### Proof of Identity (a document with name and photo or physical description)

1. School ID Card with name and photo
2. Other school records maintained by the school
3. Certified copy of medical records
4. Health insurance card

**How long will it take?** 4-6 Weeks

### Step by Step Process:

1. Go to <http://www.ssa.gov/online/ss-5.pdf> for the form. You can print it out and fill it in or fill it in online and print it out.
2. If you live in Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, or Washington County take the signed application with the ID documents you need to:  
Greater Twin Cities SSA Service Center (Open 9am -4pm)  
1811 Chicago Ave., Suite 2  
Minneapolis, MN 55404



If you live in the counties listed above you can also mail your application in. BUT you have to mail in the original documents that you are giving for proof (ID etc). You cannot mail photocopies.

If you live outside these counties you have to apply at your local SSA office. These offices may be found at: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>.

3. You do not need to be over 18 to ask for your own SS replacement card.



To find other fact sheets, including any mentioned above, go to [www.lawhelpmn.org/LASMfactsheets](http://www.lawhelpmn.org/LASMfactsheets)

To find your local legal aid office by county go to [www.lawhelpmn.org/resource/legal-aid-offices](http://www.lawhelpmn.org/resource/legal-aid-offices)

***Fact Sheets are legal information NOT legal advice. See a lawyer for advice.***

*Don't use this fact sheet if it is more than 1 year old. Ask us for updates, a fact sheet list, or alternate formats.*

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