# Mail-in instructions to order **Wisconsin** Vital Certificates

Birth Certificates      Marriage Certificates      Death Certificates      Divorce (after 1/1/2016)

### Step 1

Complete, sign and date your application

- Carefully review the form to make sure all information is correct. Birth applications must include mother's MAIDEN name.
- Once the form has been carefully reviewed please sign and date it
- Applications available on our website: https://www.co.rock.wi.us/registerofdeeds

### Step 2

Make one copy of one valid (not expired) document:

- State issued ID or Driver's license or
- US government issued photo ID or
- US or foreign Passport or
- Tribal ID Card or
- Military ID Card

If you are unable to provide the above, provide a copy of two of the following:

- Bank statement
- Current, dated signed lease
- Health insurance card
- Utility bill, Traffic ticket
- Vehicle registration or title

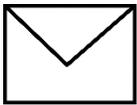One of the above must contain a physical address of applicant

### Step 3

Pay the mandatory application fee to the Register of Deeds

- Amount is $20.00 first copy $3.00 each additional copy, per application
- Money order or Cashier's check. Only current Rock County residents may write a personal check

### Step 4

Gather your form and documents and payment into an envelope

- Signed application
- Copy of your ID
- Your Money order or Bank Check

### Step 5

Mail your application
Register of Deeds, Vital Records
51 South Main Street
Janesville, WI 53545

Orders will typically processed within 48 hours. Please allow mail time.