

# Checklist for Homeless Youth Birth Certificate Applications

## JOB AID FOR VITAL RECORDS OFFICES

**VERSION 1**

**EFFECTIVE 1/1/2022**

Use this checklist to review homeless youth birth certificate applications. Use the sections below for [Requests made in person](#) and [Requests made not in person](#). Follow guidance in the section based on your situation.

### Requests made in person

Applications must include all items listed below. If possible, resolve issues with the customer (for example, ask them to provide a missing signature or other information).

If you cannot resolve issues or have the homeless youth complete the documentation in person, you will not be able to fulfill the request until the issues are resolved and the request is complete.

### Application form is complete

- Requester is the birth record subject
- Subject was born in Minnesota
- Requester is 24 years old or younger
- Requester signed and dated the application
- Birth record information appears complete enough to positively identify the record
- Requester signature matches the name at the top of the form

### Identification is acceptable

Application includes one of these:

Requester's unexpired picture ID with signature, date, and issuing agency name

Affidavit of Homeless Status, completed

Signed by agency staff/advocate within last six months

Advocate's employee ID linking advocate to "Advocate's agency" in Agency Information section (photocopy OK)

Statement to Identify, completed and signed by witness

## CHECKLIST FOR HOMELESS YOUTH BIRTH CERTIFICATE APPLICATION

Witness signature may be notarized OR witness must show valid ID and sign in front of the county registrar

### Requests made not in person

Applications must include all items listed below. If not, return the request to the customer or to the customer's advocate. Use the appropriate form letter or a cover letter to explain what the request is lacking.

### Application form is complete

- Requester is the birth record subject
- Subject was born in Minnesota
- Requester is 24 years old or younger
- Requester signed and dated the application
- Birth record information appears complete enough to positively identify the record
- Requester signature matches the name at the top of the form
- There is an address where to send the birth certificate (PO boxes are OK)

### Identification is acceptable

Application includes one of these:

Subject's unexpired picture ID (photocopy) with signature, date, and issuing agency name

Affidavit of Homeless Status, completed

Signed by agency staff/advocate within last six months

Advocate's employee ID (photocopy) linking advocate to "Advocate's agency" in Agency Information section

Statement to Identify, completed and signed by witness

Witness signature must be notarized

### Related information

- [Fact Sheet: Birth certificate for homeless youth](https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthfs.pdf)  
(<https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthfs.pdf>)
- [Homeless Youth Birth Certificate Application, Instructions and Related information](https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthbc.pdf)  
(<https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthbc.pdf>)
- [Issue birth certificates and documents - MR&C User Guide for County Vital Records Staff](https://www.health.state.mn.us/people/vitalrecords/localreg/docs/ibcad.pdf)  
(<https://www.health.state.mn.us/people/vitalrecords/localreg/docs/ibcad.pdf>)
- [Policy on Affidavits of Homeless Status](https://www.health.state.mn.us/people/vitalrecords/docs/homelesspolicy.pdf)  
(<https://www.health.state.mn.us/people/vitalrecords/docs/homelesspolicy.pdf>)

CHECKLIST FOR HOMELESS YOUTH BIRTH CERTIFICATE APPLICATION

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Office of Vital Records  
PO Box 64499  
St. Paul, MN 55164-0499  
651-201-5970  
[health.vitalrecords@state.mn.us](mailto:health.vitalrecords@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

01/01/22

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