



Hennepin County Service Center
 Vital Records Unit
 300 S. Sixth Street, MC-026
 Minneapolis, MN 55487-0026

FAX Cover Sheet

To:	Vital Records	From:	
FAX:	612-348-2010	FAX:	
Phone:	612-348-8919	Phone:	
Date:		Pages:	

Check one:

- Birth Record
 Death Record
 Marriage Record

Name of person listed on requested record: _____

NOTE: FAX orders are generally processed within 2 weeks of receipt. If you need your order to be processed more quickly, please select "Expedited processing".

- Expedited Processing– (generally processed in 3-5 business days of receipt)-\$20.00 additional fee per record**

Please check a return transmittal method:

- Regular** mail

OR

UPS mail – additional charges as noted (**Requires signature for delivery!**)

- Overnight - delivery on next available business day - \$20.00 per record/application
 Saturday delivery - \$30.00 per record/application ****If available by UPS in your area***
 Delivery outside the continental U.S. – contact office for amount

There is a \$9.50 additional service fee added to each FAX order.

Check card type:

- American Express®
 Discover®
 MasterCard®
 Visa®

Card number _____ Expiration Month: _____ Year: _____

Cardholder's Name _____

Additional Comments: _____
