



Resident and Real Estate Services Department
Service Centers Division
300 S 6th St, MC: 678B
Minneapolis, MN 55487-0026 vitalrecords@hennepin.us

FAX Cover Sheet

To:	Vital Records	From:	
FAX:	612-348-2010	FAX:	
Phone:	612-348-8240	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 additional 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 - \$21.00 per record/application

☐ Saturday delivery - \$30.00 per record/application

☐ 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: _____