



CHIEF DEPUTY
Elizabeth Caulfield

Dane County Register of Deeds

KRISTI CHLEBOWSKI

210 M L King Jr Blvd, Room 110
P O Box 1438, Madison WI 53701-1438 (608)266-4141
www.countyofdane.com/regdeeds/

**VITAL RECORDS
DEPUTIES**

Kris Meyer
Natalie Paasch
Jayney Reuter
Sandra Schmidt

January 1, 2009

EFFECTIVE IMMEDIATELY:

If you are an attorney, insurance company representative or any other professional with a legal or fiduciary responsibility to a client, you must provide the following in order to obtain certified copies of birth, death or marriage records from our office:

- Our current Dane County application form, signed by you. (The forms are available on our website at <http://countyofdane.com/regdeeds/vital/records.aspx>.)
- A release signed and dated by a member of the certificate holder's immediate family (current spouse, child, parent, grandparent, sibling) authorizing you or your firm to obtain the record in their stead. The release must indicate the person's relationship to the certificate-holder.

OR

- A release signed by a legal guardian, personal representative or informant (listed on death certificate) or some other person that may have a direct and tangible interest as defined by Wis. Stats. 69.20(1), authorizing you or your firm to obtain the record in their stead.

Please Note: In this case, you must also provide documentation indicating the person's interest in obtaining the certificate, such as beneficiary designation, statement of joint account, etc.

Pick up by Courier

If you send a courier to our office to pick up the certified copies, you must also provide a letter of authorization naming the person you have sent and naming the specific record required, signed and dated by you. We no longer accept "blanket" authorizations.

Please Note: Courier must show his/her own valid photo ID to obtain record.

If you have any questions, please call our office at 608-267-8810 for clarification.