



Drop off or mail to:
 Swift County Treasurer
 PO Box 207
 Benson, MN 56215

Noncertified Death Record Application

Anyone may buy a noncertified death record for a Minnesota death.

A noncertified death record prints on plain paper. *Noncertified copies are for informational use only.* If we cannot find the record with the information you provide, we will send you a statement of no record found.

MANDATORY: Information about the deceased person - used to find the requested death record

Subject/deceased	First name (required)		Middle name (required)		Last name (required)		Name suffix	
	Date of death [MM/DD/YYYY] (required)		Date of birth [MM/DD/YYYY] or Age		City of death		County of death (required) MN	
	First parent's name			Second parent's name			Spouse on record (if any)	

You MUST complete this section if you send your application to a vital records office by mail or fax

Requester	Requester name (please print)			Daytime phone (10-digits)		Email		
	Mailing address - UPS® will not deliver to PO boxes or APO addresses.				Apt/Unit #	City		State

Request information **Fee** **Costs for records**

A noncertified death record costs \$13 **\$13** **\$13**

Added copies are \$6 each *if you buy them when you purchase one at \$13.* # of added copies **X \$6**

How do you want us to process your request? **Fee** **Choose processing**

Standard – request processed in the order received **\$0**

Faster – your request goes ahead of standard requests (*Does not include UPS® delivery*) **\$0**

How do you want us to return your document(s)? **Fee** **Choose delivery**

Regular First-Class Mail® **\$0**

US Postal Express Mail **\$26.95**

For US Postal Delivery, check here to require a signature.

The Swift County Office of Vital Records and US Mail are not responsible for deliveries that do not require a signature.

Total due **Total due**

You must pay the full amount for the noncertified records and services that you ask for. **Fees are due at the time of application and are non-refundable.** *Minnesota Statutes, section 144.226.*

Total due =
 \$13 + cost of added copies +
 processing fee + delivery fee

How do you want to pay?

<input type="checkbox"/> Credit card MasterCard/VISA/Discover	Cardholder name	Valid thru MM/YY
	Card number	3-digit security code

<input type="checkbox"/> Check Check #	Make check or money order payable to the Swift County Treasurer and send by mail with the application. DO NOT SEND CASH. <i>Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. Minnesota Statutes, section 604.113, subdivision 2.</i>
<input type="checkbox"/> Money order Money order #	

Mail or fax your application and payment

By mail Do not send cash Swift County Treasurer PO Box 207 Benson, MN 56215	The Swift County Office of Vital Records returns applications that are incomplete or not paid in full at the time of application. If we cannot find the record with the information you provide, we will send you a "Statement of No Record Found".
By FAX Application with credit card information only 320-843-2275	

If you have questions, contact the Office of Vital Records: treasurer@co.swift.mn.us or 320-843-3544.