

**APPLICATION FOR A CERTIFIED COPY**      **MICHIGAN CERTIFICATE OF STILLBIRTH**  
**PHOTO IDENTIFICATION REQUIRED**

The Michigan Vital Records Office issues certificates of stillbirths that **occurred in Michigan** with information **filed after June 1, 2003**, with the state.

**PART 1: APPLICANT'S INFORMATION**

[www.michigan.gov/mdch](http://www.michigan.gov/mdch)

Applicant's Name: \_\_\_\_\_ State Driver's License or Identification # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Cannot Send to General Delivery)

Daytime Phone - **Required**: (     ) \_\_\_\_\_ Other Phone: (     ) \_\_\_\_\_

**PHOTO IDENTIFICATION REQUIRED (See back for details)**

**PART 2: CERTIFICATION OF INFORMATION PROVIDED**

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.

**Statement of Entitlement:** Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record. By signing this application, I state that I am eligible to receive this birth record as indicated in the Eligibility Section of this application.

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IDENTITY THEFT PROTECTION ACT** 445.65(1) and 445.69(1) prohibits anyone from obtaining a vital record by misrepresenting a person's identity or attempting to use another person's identifying information. A person who violates this law is guilty of a felony punishable by imprisonment for up to 5 years or a fine of up to \$25,000 or both.

**PART 3: PURPOSE FOR REQUESTING THE RECORD** \_\_\_\_\_

**PART 4: ELIGIBILITY - Are you eligible to request this Certificate of Stillbirth?**

Michigan law limits who can receive a certified copy of a Michigan Certificate of Stillbirth.

- Parent named on certificate                       Court of competent jurisdiction (court order attached)

**PART 5: INFORMATION NEEDED TO LOCATE THE CERTIFICATE BEING REQUESTED**

CHILD'S FULL NAME	(First, Middle, Last)	
MOTHER'S MAIDEN NAME	(First, Middle, Last)	
MOTHER'S DATE OF BIRTH	(mm, dd, yyyy)	
FATHER'S NAME	(First, Middle, Last)	
DATE OF DELIVERY	(mm, dd, yyyy)	
PLACE OF DELIVERY	(Hospital & County)	

**PART 6: FEES Checks payable to "State of Michigan"**

One-Year Search (Non-Refundable)		
One Certified Copy	\$ 26.00	\$ 26.00
Additional Copies	_____ x \$12.00	\$
<b>TOTAL PAYMENT REQUIRED</b>		<b>\$</b>

**Note:** Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records for three days.

**For Accounting Use Only**

## HAVE YOU ??

- **Listed your name/ mailing address in Part 1**  
*Cannot send to General Delivery addresses  
Included a telephone number to reach you  
Enclosed proper ID*
- **Signed your name in Part 2**  
*Do not print, must be signature*
- **Indicated purpose for requesting the record in Part 3**
- **Indicated your eligibility in Part 4**  
*Provide all necessary documentation*
- **Completed all items in Part 5**  
*"Unknown" if information unavailable  
"N/A" if not applicable*
- **Completed Part 6 for fees**  
*Total all fees that apply*
- **Enclosed payment**  
*Checks payable to "State of Michigan"*

## APPLYING IN PERSON

If you wish to apply in person to order a Michigan stillbirth record, you may do so at the office located at 201 Townsend St, Capitol View Building, 3<sup>rd</sup> Floor, Lansing MI 48913 (across from the State Capitol). Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at [www.michigan.gov/mdch](http://www.michigan.gov/mdch) or by calling **517-335-8666**.

Orders at our counter must be placed by 3:00 pm in order to receive same-day service. An additional "rush" fee of \$10.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. **Note: A stillbirth request can only be processed same day if we have already received the hospital or attending physician information.**

A money order, credit card or cash can be used at our front counter if same-day service is requested. A personal check can also be used if the request is NOT same-day service.

## PAYMENT INFORMATION

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. A basic one year search fee includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic statewide search includes the files for the year specified as the birth year.

**REFUNDABLE FEES:** Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Michigan Department of Treasury, usually within 3-4 weeks.

## MAIL APPLICATION TO

### REGULAR MAIL TO:

Vital Records Requests  
PO Box 30721  
Lansing MI 48909

### RUSH MAIL TO:

Vital Records RUSH  
PO Box 30721  
Lansing MI 48909

## PROCESSING TIMES FOR STILLBIRTH

The Certificate of Stillbirth will be available within ten (10) days after the required identifying report is received by the state from the hospital or attending physician.

## IDENTIFICATION REQUIREMENTS

**FOR APPLYING IN PERSON OR BY MAIL  
FOR A MICHIGAN STILLBIRTH RECORD  
\* Please Send Photocopies - Not Original Documents \***

Under Michigan law, stillbirth records are restricted documents. To request a stillbirth record, a current valid, government issued identification is required in order to establish eligibility. To protect you and the community from identity theft, we require a copy of the applicant's government issued identification to be presented along with the application.

**At least one of the following ID's is required:**

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with a current expiration date
- Employment identification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15-20, current student photo ID with either a report card or transcript

**Alternative documents can be submitted and reviewed by a supervisor if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following, and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.**

**Examples might be:** expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/ Medicaid card, state benefit card, utility bill, doctor/dentist/ hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

**If you are unable to provide any of the above-mentioned forms of identification, please contact the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.**

[www.michigan.gov/mdch](http://www.michigan.gov/mdch)

517-335-8666