

**MAIL OR COUNTER APPLICATION FOR A  
MICHIGAN AFFIDAVIT OF PARENTAGE**

State File Number (If Known)

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

**NOTE: The Michigan Vital Records office has Affidavit of Parentage forms that were filed in the Central Paternity Registry with the state since June 1, 1997. If the Affidavit of Parentage form you are requesting was filed prior to June 1, 1997, please contact the Probate Court in the county where the mother resided at the time of signing or the Probate Court in the county where the child was born.**

APPLICANT (PERSON REQUESTING AFFIDAVIT OF PARENTAGE RECORD)		PLEASE PRINT CLEARLY AND LEGIBLY
Applicant's Name:		Driver's License or State Identification #:
Address: (Cannot send to General Delivery)		City/State: Zip:
Daytime Phone Required: ( )	Other Phone: ( )	
<b>To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)</b>		

ARE YOU ELIGIBLE TO REQUEST AND RECEIVE THIS AFFIDAVIT OF PARENTAGE RECORD?	PLEASE CHECK THE BOX THAT APPLIES TO YOU
<p><b>ELIGIBILITY:</b> Effective March 31, 2003, Michigan law limits who can receive a certified copy of a Michigan Affidavit of Parentage record filed in the Central Paternity Registry since June 1, 1997. You must select which category qualifies you to request and receive the Affidavit of Parentage record.</p>	
<input type="checkbox"/> Mother named on the Affidavit of Parentage <input type="checkbox"/> Father named on the Affidavit of Parentage <input type="checkbox"/> Child named on the Affidavit of Parentage <input type="checkbox"/> Legal guardian of one of the persons named on Affidavit of Parentage <small>(Copy of court documented guardianship papers required)</small> <input type="checkbox"/> Legal licensed representative of one of the persons named on Affidavit of Parentage <small>(Official letter required; provide your state license number and name the person represented)</small> <input type="checkbox"/> Court of competent jurisdiction <small>(Court order required)</small>	<input type="checkbox"/> Heir of the <b>deceased</b> person named in the Affidavit of Parentage <small>(Must provide information below)</small> Specify relationship _____ Date of death (Year) _____ Name at time of death _____ Place of death _____ <small>(City, County, State)</small>

**STATEMENT OF ENTITLEMENT:** Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2882(1)(f) and 333.2891(1-4) and federal laws relating to falsification in obtaining an Affidavit of Parentage record.. By signing this application, I state that I am eligible to receive this Affidavit of Parentage record as indicated in the Eligibility Section of this application.

**APPLICANT'S SIGNATURE:** (Sign Here) \_\_\_\_\_  
**MUST BE SIGNED, PHOTO IDENTIFICATION PROVIDED AND SEARCH FEE PAID IN ORDER TO PROCESS REQUEST**

REQUESTED INFORMATION FOR AFFIDAVIT OF PARENTAGE RECORD				(If any birth information is unknown, please indicate "unknown")
NAME AT BIRTH	First	Middle	Last	CHILD'S DATE OF BIRTH (mm/dd/yyyy)
MOTHER'S NAME	First	Middle	Last	MOTHER'S DATE OF BIRTH (mm/dd/yyyy)
FATHER'S NAME	First	Middle	Last	FATHER'S DATE OF BIRTH (mm/dd/yyyy)

AFFIDAVIT OF PARENTAGE REQUEST FEES		
Search (Non-Refundable) Includes One Certified Copy	\$26.00	\$
_____ Additional Copies (Each)	\$12.00	\$
<b>EXPEDITED SEARCH * (Non-Refundable)</b> (In addition to regular search fee)	\$10.00 Add'l	\$
<b>TOTAL ENCLOSED:</b>		<b>\$</b>

**WE CANNOT PROCESS YOUR REQUEST WITHOUT PAYMENT.  
IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.**

**PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION AND PHOTO IDENTIFICATION**

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. A search fee covers the cost of a basic 3-year search and includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the birth year, as well as the year before and the year after.

**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 Department of Treasury, usually within 3-4 weeks.

**TURN-AROUND TIME -** For regular or expedited mail requests, please allow at least seven days for mailing and our department's receipting of your payment.

**REGULAR SEARCH** - Processing time will be 4 weeks.

\* **EXPEDITED SEARCH** - If you pay the expedited search fee (in addition to the regular search fee), a counter request will be processed in 1-3 hours. For a mail request, the processing time will be 2 weeks.

**PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE:**

**"STATE OF MICHIGAN"**

**IF REGULAR SEARCH MAIL TO:**

**Vital Records Requests  
PO Box 30721  
Lansing MI 48909**

**IF EXPEDITED (RUSH) SEARCH MAIL TO:**

**Vital Records RUSH  
PO Box 30721  
Lansing MI 48909**

**FOR ADD'L INFO:**

**(517) 335-8666**

**APPLYING IN PERSON**

If you wish to apply in person to order a Michigan vital record, you may do so at the office located at 201 Townsend St, Capitol View Building, 3<sup>rd</sup> Floor, Lansing MI 48913. 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**.

A check or money order is preferred, and orders in our lobby must be placed by 3:00 pm in order to request same-day service. An additional fee of \$10.00 is required for same-day service orders. Please allow a 2-3 hour waiting period for same-day service.

**PHOTO ID REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN AFFIDAVIT OF PARENTAGE RECORD**

**\* Please Send Photocopies - Not Original Documents**

Under Michigan law, Affidavit of Parentage records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request and/or receive one. To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.

**At least one of the following photo ID's:**

- < Michigan driver's license unexpired or expired for not more than one year
- < State of Michigan identification card unexpired or expired for not more than one year
- < Driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
- < Unexpired U.S. or foreign passport
- < U.S. military identification, military dependent identification or veteran's identification

**Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:**

- < Employment identification with photo, accompanied with a pay stub or W-2 form
- < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- < Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- < Department of Corrections identification card, accompanied by probation or discharge papers
- < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

**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.**