

# APPLICATION FOR A CERTIFIED COPY — MICHIGAN BIRTH RECORD

Michigan Department of Health and Human Services

## PART 1 - APPLICANT'S INFORMATION

Applicant's Name \_\_\_\_\_ State Driver's License or Identification # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone w/area code - **Required:** \_\_\_\_\_ Other Phone w/area code: \_\_\_\_\_

## 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.

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Current valid Government-issued photo ID required (see back for Alternative Documents)**

## PART 3 - PURPOSE FOR REQUESTING THE RECORD

## PART 4 - ELIGIBILITY-Select the category that qualifies YOU to request/receive this Michigan birth record per MCL 333.2882

- |  |   |
|--|---|
| <input type="checkbox"/> Person named on the record<br><input type="checkbox"/> Parent named on the record<br>Note: If adopted, only adoptive parents are eligible<br><input type="checkbox"/> Legal guardian of the person named on the record<br>(Copy of court documented guardianship papers required)<br><input type="checkbox"/> Legally licensed attorney of subject of the record<br>(Letter on official letterhead required: <u>Must</u> provide state bar number and the name of the person you represent) | <input type="checkbox"/> Heir of the deceased person named on the record, and<br>• Relationship to decedent: _____<br>• Decedent's name at time of death: _____<br>• State where death occurred: _____<br>• Date of death (Year): _____<br>If not a Michigan death, must provide death certificate<br><input type="checkbox"/> Court of competent jurisdiction (Court order & fee required)<br><input type="checkbox"/> Birth record is at least 100 years old (no photo ID required) |
|--|---|

## PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
<b>Please include first, middle, and last names below:</b> Child's Full Name At Birth _____ Mother's Birth Name: _____ Father's Birth Name: _____		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Child's Full Name <b>After</b> Adoption: _____ Adopted Mother's Birth Name: _____ Adopted Father's Birth Name: _____

**If the applicant's current name is different than how their birth name appears on the record, provide info (required)**

- Marriage: Place of Marriage (state) \_\_\_\_\_ Date of Marriage \_\_\_\_\_  
 Court Ordered New Legal Name (court order must be provided)  
 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

## PART 6 - FEES Includes one certified copy or no-find letter

<b>Base Fee: Includes One Year Search</b>		
Age 64 and Under	\$34.00	\$
Or Senior Citizen (Age 65+) Reduced Fee <i>(Must be requesting own birth record)</i>	\$14.00	\$
Additional Copies (Each) _____ x \$16.00		\$
Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) Years you want searched: _____		\$
Expedited "RUSH" Service (additional)	\$12.00	\$
<b>Payment to "State of Michigan" TOTAL</b>		<b>\$</b>

For Accounting Use Only

**Is your request complete? Don't forget your ID!**

## APPLYING IN PERSON

### LOCATION:

South Grand Building, 1st Floor  
333 S Grand Avenue  
Lansing MI 48933 (corner of Grand & Kalamazoo)

**LOBBY HOURS:** 8:00 am - 5:00 pm M-F except for recognized state holidays.

**DIRECTIONS:** Visit our website at:  
[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call 517-335-8666.

**SAME DAY SERVICE:** Orders at our counter must be placed by 3:00 pm in order to receive same-day service. Additional "rush" fee of \$12.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. Genealogy requests may take longer.

**PAYMENT:** A money order, credit card or cash can be used at our front counter. A personal check can also be used if NOT same-day service. Make checks and money orders payable to "State of Michigan".

## PROCESSING TIMES FOR MAIL REQUESTS

**REGULAR SEARCH:** The processing time for a regular request will be approximately 5 weeks, depending on the volume of requests received in our office.

**EXPEDITED (RUSH) SEARCH:** The processing time for a "rush" request will be approximately 2 weeks, depending on the volume of requests received in our office.

**ADDITIONAL INFORMATION:** If you find that the processing times listed do not meet your needs, please call our Eligibility Unit at 517-335-8666 and speak with a customer service representative. They may be able to offer additional help to meet your individual situation.

## MAIL APPLICATION TO

<b>REGULAR MAIL TO:</b>	<b>RUSH MAIL TO:</b>
<b>Vital Records Requests</b>	<b>Vital Records RUSH</b>
<b>PO Box 30721</b>	<b>PO Box 30721</b>
<b>Lansing MI 48909</b>	<b>Lansing MI 48909</b>

[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords)  
517-335-8666

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

## IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required in order to establish eligibility (except for an unrestricted birth record that is at least 100 years old). 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 and fees. Individuals under the age of 15 cannot request a copy of their own birth record.

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

- Current driver's license with photo if unexpired, or expired less than one year
- Current state issued photo identification card unexpired, or expired less than one year
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with 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 or older, current student photo ID with either a current report card or current transcript

**ALTERNATIVE DOCUMENTS** can be submitted to be 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.

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, benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

**If you are still 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.**