

PART 1: APPLICANT'S INFORMATION

PHOTO IDENTIFICATION REQUIRED

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 - Select the category that qualifies **YOU** to request and receive the requested Michigan birth record per MCL 333.2882

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

PART 5: INFO NEEDED TO FIND BIRTH RECORD

SPECIFY COUNTRY (Not U.S.) _____

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
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<p>Please include first, middle, and last names below:</p> <p>Full Name at Birth: _____</p> <p>Mother's Birth Name: _____</p> <p>Father's Birth Name: _____</p>	<p>Is the person named on the record adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Full Name After Adoption: _____</p> <p>Adopted Mother's Birth Name: _____</p> <p>Adopted Father's Name: _____</p>
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If the applicant's current name is different than the way their birth name appears on the record, provide info below (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

Base Fee: Includes One Year Search			
Includes one certified copy	\$29.00	\$	29.00
Additional Certified Copies (Each)	_____ x \$15.00	\$	
Additional Years Search (when exact year unknown) Indicate years you want searched:	_____ x \$12.00	\$	
EXPEDITED "RUSH" SERVICE (Additional)	\$10.00	\$	
PAYMENT TOTAL:		\$	

For Accounting Use Only

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

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
Specified the "COUNTRY" of use*
- **Completed Part 6 for fees**
Total all fees that apply
- **Enclosed payment**

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, 3rd 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 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. Genealogy requests may take somewhat longer.

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

www.michigan.gov/mdch 517-335-8666

DCH-0569-BX-AUTH Rev 10-2011
By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4)(8)

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.

EXPEDITED (RUSH) SEARCH – The processing time for a "rush" request will be approximately 2 weeks, depending on the volume of requests received. Requests with paid rush fee and sent by overnight delivery with an overnight, self-addressed postage-paid return delivery included, will be processed within 1-2 business days of receipting in Vital Records. Note Michigan Vital Records cannot be listed as the sender on the return envelope. Mail to Vital Records Requests, Attn: T.B. Weaver, 201 Townsend St, Capitol View Bldg, 3rd Floor, Lansing MI 48913. **MONEY ORDERS ONLY.**

APOSTILLES - However, applying the apostille at the Sec of State's Office of the Great Seal for any request takes an additional 2-3 weeks after processing in Vital Records is completed.

AN AUTHENTICATED BIRTH CERTIFICATE is not needed for foreign travel. Authenticated records with an apostille are typically required by foreign governments for an adoption, work visas, marriage in a foreign country or establishing residency. You must specify which country requires the document (cannot be United States).

IDENTIFICATION REQUIREMENTS

FOR APPLYING IN PERSON OR BY MAIL
FOR A MICHIGAN BIRTH RECORD

* Please Send Photocopies - Not Original Documents *

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. Individuals under the age of 15 cannot request a copy of their 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 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 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 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.