

INFORMATION ABOUT AUTHENTICATED CERTIFICATES - Authenticated (exemplified or containing an apostille) records 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. **Applying the "apostille" at the Secretary of State's Office of the Great Seal takes an additional 2-3 weeks after processing in Vital Records is completed.**

PART 1: APPLICANT'S INFORMATION*(Person Requesting Record)*Applicant's
Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone () _____ Other Phone: () _____

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 with the information that I provided. This does not guarantee that a record will be found.

► **Applicant's Signature:** _____ **Date:** _____

PART 3: PURPOSE FOR REQUESTING THE RECORD _____**PART 4: SPECIFY COUNTRY OF USE** _____**PART 5: DEATH INFORMATION NEEDED TO FIND THE RECORD**

If the exact date of death is unknown, please indicate the year you want searched. If you need additional years searched, please see the payment box for fee information. We can do a search without the "county" of death, but it may not be a thorough search.

NAME OF DECEASED (Name at time of death)			DATE OF BIRTH (If Known)	DATE OF DEATH
First	Middle	Last	(mm/dd/yyyy)	mm/dd/yyyy
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	DECEDENT'S PLACE OF DEATH City County State		Other variations of same name or locations:	
Please provide any of the following additional information (if known) that would help us locate the death record:				
DECEDENT'S PLACE OF BIRTH State Country			DECEDENT'S SOCIAL SECURITY NUMBER _____	
DECEDENT'S MOTHER'S NAME First Middle Last			DECEDENT'S FATHER'S NAME First Middle Last	

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

Base Fee: Includes One Year Search	\$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? See checklist on back!

HAVE YOU ??

- **Listed your name/mailing address in Part 1**
Did you remember to list a phone number?
- **Signed your name in Part 2**
Do not print, must be signature
- **Indicated purpose for requesting the record in Part 3**
- **Specified the “country” of use in Part 4**
- **Completed all items in Part 5**
“Unknown” if information unavailable
“N/A” if not applicable
Provided additional information, if possible
- **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 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**.

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.

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.

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 death 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.

RUSH SERVICE: Applies to processing time in Vital Records. For a mail-in request, applying the “apostille” at the Office of the Great Seal takes an additional 2-3 weeks after processing in Vital Records is completed.

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.

OVERNIGHT RUSH REQUESTS - Requests with paid rush fee 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.**

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

REQUESTING A MICHIGAN DEATH RECORD

The Michigan Vital Records office has records of deaths that occurred in Michigan and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files.

Death records are not restricted documents in Michigan. Anyone can request that a search be conducted if the application is completed and signed, and submitted with the required fee paid.