APPLICATION FOR A CERTIFIED COPY

MICHIGAN MARRIAGE RECORD

REQUESTING A MICHIGAN MARRIAGE RECORD: The Michigan Vital Records office has records of marriages that occurred in Michigan and were filed with the state since 1867. Occasionally, some records were not filed with the state. Anyone is eligible to request a copy of a Michigan marriage record if the application is completed and signed and the required fee is paid.

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: MARRIAGE INFORMATION NEEDED TO FIND RECORD
If the exact date of marriage is unknown, please indicate the year you want searched. If you need additional years searched, please see the payment box for fee information.

DATE OF MARRIAGE
(mm/dd/yyyy) __________________________________________________________

GROOM’S NAME
(At time of application for marriage license)
First         Middle         Last

BRIDE’S NAME
First         Middle         Last

(Before first married, if different from above)

GROOM’S FATHER’S NAME
First         Middle         Last

BRIDE’S FATHER’S NAME
First         Middle         Last

GROOM’S MOTHER’S NAME
First         Middle         Last

BRIDE’S MOTHER’S NAME
First         Middle         Last

LOCATION OF MARRIAGE:
City          County          State

LOCATION WHERE LICENSE WAS OBTAINED:
County

PART 5: FEES - Includes one certified copy or no-find letter

Base Fee: Includes One Year Search $34.00 $ 34.00

Additional Certified Copies (Each) ___ x $16.00 $ __________

Additional Years Search (Number of years) ___ x $12.00 $ __________
(when exact year unknown)
Indicate years you want searched: _______ _______ _______

EXPEDITED “RUSH” SERVICE (Additional) $12.00 $ __________

PAYMENT TO “STATE OF MICHIGAN” TOTAL: __________

For Accounting Use Only

Is your request complete? See checklist on back!
HAVE YOU ??

- **PART 1:** Print your name and mailing address
  Cannot send to general delivery addresses
  Include a telephone number to reach you
- **PART 2:** Sign your name
  Do not print. Signature required.
- **PART 3:**
  Fill out purpose for requesting the record
- **PART 4:** Indicate your eligibility
  Provide all necessary documentation
- **PART 5:**
  “Unknown” if information unavailable
  “N/A” if not applicable
- **PART 6:** Fees
  Please total all fees correctly
- **PAYMENT**
  Check or money order made payable to the “State of Michigan”

APPLYING IN PERSON

**LOCATION:**
Capitol View Building, 3rd Floor
201 Townsend Street
Lansing MI 48913 (across from the State Capitol)

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

**DIRECTIONS:** Visit our website at: [www.michigan.gov/mdch](http://www.michigan.gov/mdch) 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.

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

PAYMENT INFORMATION

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. The base fee includes a statewide search of one year and either one certified copy of the record or an official statement that the record is not filed with the state.

**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 3-6 weeks.

**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.

**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.