

VERIFICATION OF RECORD CHANGE TO A MICHIGAN BIRTH/DEATH RECORD

For additional information
(517) 335-8660
 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION AND PROPER FEE TO:
 Vital Records Changes
 P.O. Box 30721
 Lansing MI 48909

- Requesting Verification of a Birth Record Change**
- Requesting Verification of a Death Record Change**

APPLICANT (PERSON REQUESTING VERIFICATION OF A RECORD CHANGE)		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: ()	
To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)		

ELIGIBILITY	(Please check which category makes you eligible to request this verification of a record change)
<p>To be eligible to request a verification of a change to a Michigan birth or death record, you must be the person named on the record and at least 18 years old, a parent named on the record, or a legal guardian or legal licensed representative of the person named on the record. Legal guardians must include a copy of the court guardianship documents. Legal licensed representatives must provide information on official letterhead, documenting that he/she represents the person named on the record.</p>	
<input type="checkbox"/> Person named on the record (must be at least 18 years old)	<input type="checkbox"/> Legal guardian of the person named on the record
<input type="checkbox"/> Parent named on the record	<input type="checkbox"/> Legal licensed representative of the person named on the record

INFORMATION NEEDED TO LOCATE VITAL RECORD THAT WAS CHANGED											
If any birth or death information is unknown, please indicate "unknown"	STATE FILE NUMBER (if known)										
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">PERSON NAMED ON RECORD</th> <th style="text-align: right; padding: 2px;">DATE OF BIRTH OR DEATH (mm/dd/yyyy)</th> </tr> <tr> <td style="padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">First</td> <td style="width: 33%; text-align: center; padding: 2px;">Middle</td> <td style="width: 33%; text-align: center; padding: 2px;">Last</td> </tr> </table> </td> <td style="padding: 2px;"></td> </tr> </table>	PERSON NAMED ON RECORD	DATE OF BIRTH OR DEATH (mm/dd/yyyy)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">First</td> <td style="width: 33%; text-align: center; padding: 2px;">Middle</td> <td style="width: 33%; text-align: center; padding: 2px;">Last</td> </tr> </table>	First	Middle	Last					
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SIGNATURE OF PERSON REQUESTING VERIFICATION OF THIS RECORD CHANGE		
<p>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 or that I will be determined to be eligible to receive it.</p>		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Signature: _____</td> <td style="width: 40%; padding: 2px;">Date: _____</td> </tr> </table>	Signature: _____	Date: _____
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ADDITIONAL INFORMATION
Please indicate what type of change was made to this record:

Approximate Date of Change (If Known)

TURN-AROUND TIME - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.
REGULAR SEARCH - Processing time will be 4-6 weeks for mail or counter requests.
EXPEDITED SEARCH - If you pay the expedited search fee (in addition to the regular search fee), a mail or counter request will be processed in 2 weeks.

METHOD OF PAYMENT - Payment must be made in U.S. funds by check or money order payable to the "State of Michigan"	
Each Verification of Record Change (Non-Refundable)	\$ 10.00
* EXPEDITED SEARCH (Non-Refundable) (In addition to the regular search fee)	\$ 10.00
TOTAL ENCLOSED	\$

PHOTO ID REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A VERIFICATION OF A RECORD CHANGE TO A MICHIGAN BIRTH OR DEATH RECORD
* Please Send Photocopies - Not Original Documents *
Under Michigan law, birth records are restricted documents, as are changes to Michigan birth and death records. A current valid, photo identification is required in order to establish eligibility to request a Verification of a Record Change to a Michigan Birth or Death Record. 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:
<ul style="list-style-type: none"> < 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 <u>one</u> of the following photo ID's, with stated supporting documents:
<ul style="list-style-type: none"> < 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.