

APPLICATION TO REQUEST AN **OFFICIAL STATEMENT OF NO MARRIAGE IN MICHIGAN**

REQUESTING A SEARCH FOR A STATEMENT OF NO MARRIAGE: Most foreign governments require an official statement of NO MARRIAGE (or **SINGLE STATUS**) which contains an "apostille" to be presented by a U.S. citizen in order to be married in a foreign country. The statement needs to indicate that a statewide search was conducted and would confirm that there is NO RECORD of a marriage recorded for the applicant in the State of Michigan and the years searched would be specified.

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: INFORMATION NEEDED TO SEARCH
 A separate search is needed for the prospective bride and groom, if both are residents of Michigan. The search should be conducted for the years when the applicant resided in Michigan since the age of 18, or since the year of the latest divorce. The country of use may also require authenticated copies of previous marriages and divorces.

Are you the **BRIDE** or **GROOM**

Years To Be Searched
 _____ to _____

YOUR NAME	First	Middle	Last
YOUR FATHER'S NAME	First	Middle	Last
YOUR MOTHER'S NAME	First	Middle	Last
If you have been married and divorced since the age of 18, please indicate date and place.			
	Date (mm/dd/yyyy)	County	State

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

Base Fee: <i>Includes One Year Search</i>	\$29.00	\$ 29.00
Additional Certified Copies (Each)	_____ x \$15.00	\$
Additional Years Search	_____ 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/mailling 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**
Year(s) to be searched
If bride, all bride’s information
If groom, all groom’s information
If married and divorced, date and place of divorce
- **Completed Part 6 for fees**
Total all fees that apply

APPLYING IN PERSON

If you wish to apply in person to request a no marriage search, 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.

If the search for the no marriage is for a large number of years, the wait can be longer, or if an extensive search is requested, same-day service may not be available.

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 a certified copy of 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 marriage year.

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.

For same day service, the customer has the option of hand-carrying the document to the Office of the Great Seal to have the apostille applied. They are located one block from the Vital Records office in the Richard H. Austin Building, 430 W. Allegan St, 1st Floor, Lansing, MI 48929.

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.**

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.

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 OFFICIAL STATEMENT OF NO MARRIAGE

The Michigan Vital Records office has records of marriages that occurred in Michigan and were filed with the state since 1867.

Marriage 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.

EXAMPLE OF A NO-MARRIAGE SEARCH:

If the requestor was age 18 in the year 2000, the search would need to be conducted from 2001 until the present time (2011). The first year (2001) would be covered under the initial search fee of \$29.00. Each year thereafter (2002-2011) would be \$12.00 each or \$120 for the additional ten years. The total search fee for the years 2001-2011 would be \$149.00.

www.michigan.gov/mdch

517-335-8666