

# APPLICATION TO **CORRECT** OR **CHANGE** A MICHIGAN BIRTH RECORD

For additional information  
**517-335-8660**  
 Mon-Fri 8:00 am - 5:00 pm ET  
[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords)

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

APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)	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 <b>Required:</b> (      )	Other Phone: (      )
<b>To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)</b>	

ELIGIBILITY (Please check which category makes you eligible to request this change or correction)
<p><b>To be eligible to correct or change a birth record, you must be the person named on the record and at least 18 years old, a parent named on the record, or a court-appointed legal guardian or legally licensed representative of the person named on the record.</b> Legal guardians must include a copy of the court guardianship documents. Legally licensed representatives must provide information on official letterhead, documenting that he/she represents the person named on the record and provide their state bar license number.</p> <p> <input type="checkbox"/> Person named on the record (Must be at least 18 years old or legally emancipated)                 <input type="checkbox"/> Legal guardian of the person named on the record  <input type="checkbox"/> Parent named on the record                 <input type="checkbox"/> Legally licensed representative of the person named on the record             </p>

TYPE OF CHANGE OR CORRECTION REQUESTED (Please indicate below which type of change or correction you are requesting)
<p> <input type="checkbox"/> Correct birth record information for a person under the age of 1 (one)  <input type="checkbox"/> Correct birth record information for a person age 1-5 (one to five)  <input type="checkbox"/> Correct birth record information for a person over the age of 6 (six)  <input type="checkbox"/> Court-ordered legal name change (court order required)  <input type="checkbox"/> Legitimation for parents who have married after the birth (marriage record required)  <input type="checkbox"/> Remove a man who is not the biological father (court order required)                 </p> <p>There is a separate application if you need to <u>add</u> a father's name to a birth record when there is no father currently named on the record. That application can be downloaded from our website or can be mailed to you by calling the Changes Unit direct at 517-335-8660.</p>

INFORMATION NEEDED TO LOCATE BIRTH RECORD TO BE CHANGED					
If any birth information is unknown, please indicate "unknown"					STATE FILE NUMBER (If known)
<b>NAME AT BIRTH</b>  <div style="display: flex; justify-content: space-between;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>	<b>GENDER</b>  <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DATE OF BIRTH (mm/dd/yyyy)</b>			
IF THE PERSON ON RECORD IS ADOPTED OR HAS HAD A LEGAL NAME CHANGE ( <u>OTHER THAN MARRIAGE</u> ) PLEASE INDICATE THAT NAME HERE					
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Adoption</span> <span><input type="checkbox"/> Legal Name Change</span> </div>					
PLACE OF BIRTH: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Hospital</span> <span>City</span> <span>County</span> </div>					
<b>MOTHER'S NAME BEFORE FIRST MARRIED:</b>  <div style="display: flex; justify-content: space-between;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>			<b>FATHER'S NAME:</b>  <div style="display: flex; justify-content: space-between;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>		

**SEE BACK FOR CURRENT FEES, PHOTO ID REQUIREMENTS AND PROCESSING TIMES**

CHANGES REQUESTED:	ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

**REQUIRED DOCUMENTATION**

**Changes or corrections to birth records that can be made by this office are limited by law and are subject to very specific supporting documentation.** In general, you must include with this application, at least two (2) pieces of dated documentary evidence. To change any part of the name requires two documents dated close to the time of birth. (Exception: Only one document dated five years ago is required to correct the spelling of the first or middle name of the person named on the record). If you are requesting that the name on the record be changed due to a legal name change, only the court order is needed for documentation. If you need more information or have questions, you may call our Changes Unit direct at **517-335-8660**.

**SIGNATURE(S) REQUIRED TO PROCESS APPLICATION.** When two parents are named on the record, both parents' signatures and current, valid photo identification are required to correct, add or change a child's name, unless a court order of legal name change is supplied.

Signature of Person Requesting Change:	Date:
Other Signature:	Date:

**PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN BIRTH RECORD**

**\* Please Send Photocopies - Not Original Documents \***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request a change or correction to a registered birth 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:**

- < 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 one of the following photo ID's, with stated supporting documents:**

- < 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 Changes Unit at 517-335-8660 and speak with a changes specialist.**

**PAYMENT** - The fee for correcting or changing a Michigan birth record is \$50.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$16.00 each when ordered at the same time. **Payment must be by check or money order and made payable to the "State of Michigan."**

**PROCESSING TIME** – Normal processing time for all changes or corrections will be 5-6 weeks from the date all documentation, payments and photo ID are received in the State Vital Records Office. **A 2-3 week rush processing is available for an additional fee.**

Application Fee <b>(Non-Refundable)</b> Fee includes one (1) certified copy of the record	\$50.00	\$ 50.00
_____ Additional Certified Copies	\$16.00 Each	\$
Rush Fee	\$25.00	\$
<b>TOTAL ENCLOSED:</b>		\$

**PENALTIES:** Any person who willfully and knowingly makes false application to change a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).

**For Accounting Use Only**

**Note:** Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records for three (3) days