

PART 1: APPLICANT'S INFORMATION

PHOTO IDENTIFICATION REQUIRED

Applicant's Name: _____ State Drivers License or Identification # _____

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

(Cannot Send to General Delivery)

Daytime Phone - Required: () _____ Other Phone: () _____

PHOTO IDENTIFICATION REQUIRED (See back for details)

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. This does not guarantee that a record will be found.

Statement of Entitlement: Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record. By signing this application, I state that I am eligible to receive this birth record as indicated in the Eligibility Section of this application.

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

IDENTITY THEFT PROTECTION ACT 445.65(1) and 445.69(1) prohibits anyone from obtaining a vital record by misrepresenting a person's identity or attempting to use another person's identifying information. A person who violates this law is guilty of a felony punishable by imprisonment for up to 5 years or a fine of up to \$25,000 or both.

PART 3: PURPOSE FOR REQUESTING THE RECORD:

PART 4: ELIGIBILITY

Select the category that qualifies **YOU** to request and receive the requested Michigan birth record per MCL 333.2882. In order to qualify for the special senior citizen reduced fee, you must be **age 65 or older and requesting your own birth record**.

Are you the **PERSON NAMED ON THE RECORD** and are you age 65 or older?

- YES NO If no, please use the regular birth application form

PART 5: INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
Please include first, middle, and last names below: First, Middle, Last Name at Birth: _____ Mother's Birth Name: _____ Father's Birth Name: _____		Is the person named on the record adopted ? <input type="checkbox"/> Yes <input type="checkbox"/> No First, Middle, Last Name After Adoption: _____ Adopted Mother's Birth Name: _____ Adopted Father's Name: _____
If the applicant's current name is different than the way their birth name appears on the record, provide info below (required): <input type="checkbox"/> Marriage: Place of Marriage (state) _____ Date of Marriage _____ <input type="checkbox"/> Court Ordered <u>New</u> Legal Name (court order must be provided): First _____ Middle _____ Last _____		

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

Base Fee: Includes One Year Search		
Senior Citizen (Age 65+) - Requesting Own Record	\$ 7.00	\$ 7.00
Additional Certified Copies (Each _____ x \$12.00)		\$
EXPEDITED "RUSH" SERVICE (Additional)	\$10.00	\$
PAYMENT TOTAL:		\$

For Accounting Use Only

Is your request complete? Don't forget photo ID!

HAVE YOU ??

- **Listed your name/ mailing address in Part 1**
*Cannot send to General Delivery addresses
Included a telephone number to reach you
Enclosed proper ID*
- **Signed your name in Part 2**
Do not print, must be signature
- **Indicated the purpose for requesting the record in Part 3**
- **Indicated your eligibility in Part 4**
Provide all necessary documentation
- **Completed all items in Part 5**
*“Unknown” if information unavailable
“N/A” if not applicable*
- **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 birth 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.

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

www.michigan.gov/mdch 517-335-8666

DCH-0569-BX-SR Rev 10-2011
By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4)(8)

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.**

IDENTIFICATION REQUIREMENTS

FOR APPLYING IN PERSON OR BY MAIL
FOR A MICHIGAN SENIOR BIRTH RECORD

* Please Send Photocopies - Not Original Documents *

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required in order to establish eligibility. To protect you and the community from identity theft, we require a copy of the applicant’s government issued identification to be presented along with the application.

At least one of the following ID’s is required:

- Current driver’s license with photo if unexpired, or expired less than one year and issued within the last five years
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment identification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15-20, current student photo ID with either a report card or transcript

Alternative documents can be submitted to be reviewed by a supervisor if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following, and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.

Examples might be: expired state or federal photo ID, marriage or divorce certificate, child’s birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

If you are still 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.