

# APPLICATION TO CORRECT OR CHANGE A MICHIGAN BIRTH RECORD

If any information is unknown, please indicate "unknown". **Incomplete applications will be returned.**

## PART 1 - APPLICANT INFORMATION Must be 18 years old or older

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## PART 2 – ELIGIBILITY **Copy of valid identification is required. See next page for more details.**

- Self (Correcting my own record)       Legal guardian of the person named on the record  
 Parent named on the record       Legally licensed representative of the person named on the record

## PART 3 - TYPE OF CHANGE OR CORRECTION REQUESTED

- Correct/Change birth record for adult       Court ordered legal name change. (Court order required)  
 Correct/Change birth record for minor       Remove a person who is not the biological parent (Court order required)  
 Name change for parents who have married after the birth (Marriage record required)

## PART 4 - CHILD'S INFORMATION NEEDED TO LOCATE CURRENT BIRTH CERTIFICATE

Full Name on Birth Certificate: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other Names Used:  Adoption  Legal Name Change  
(First) (Middle) (Last)

Place of Birth: \_\_\_\_\_ Gender:  Male  Female  X  
(City and County)

## PART 5 - PARENTS' INFORMATION ON CHILD'S CURRENT BIRTH CERTIFICATE

Mother/Parent Full Name at Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father/Parent Full Name at Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## PART 6 – CHANGES REQUESTED:

Incorrect item as it currently appears on the record	Information as you would like it to appear on the record
1.	1.
2.	2.
3.	3.
4.	4.

## PART 7 - SIGNATURE(S) REQUIRED TO PROCESS APPLICATION

If correcting a child's name all parents listed on record must sign. If the child is over the age of 15 and the name change is not court ordered, we also require the child's signature.

**Signature of Person Requesting Change:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Regular Processing</b> Mail Application, ID, Documents and Fee to: Vital Records Changes P.O. Box 30721 Lansing, MI 48909	<b>For RUSH Processing (Rush fee must be included)</b> Mail Application, ID, Documents and Fee to: Vital Records Changes RUSH P.O. Box 30721 Lansing, MI 48909
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**PAYMENT** Check or Money Order made out to the "State of Michigan" Application Fee is Non-Refundable

Application Fee:	\$50.00 (includes one copy)	\$50.00
Additional Certified Copies:	\$16.00 each	\$
RUSH Processing Fee	\$25.00	\$
TOTAL ENCLOSED:		\$

**REQUIRED DOCUMENTATION** Original documents will not be returned to you

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, we require at least two (2) dated documents proving the correct information. Documents typically need to be at least five years old or older. Some changes require documents dated close to the time of birth.
- If you are changing the name on a birth certificate for a person over the age of one (1) and do not have documents to prove you have always used that name, you will have to petition the court in your county for a legal name change order and submit a copy of the court order to our office.
- To correct a parent's information on a birth certificate we generally need a copy of the parent's birth certificate, marriage license or two documents dated five (5) years old or older showing the correct information.

For more information on documents needed, visit our FAQs on our website at [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) You can also call our Changes Unit at **517-335-8660** or email [MDHHS-VR-Changes@Michigan.gov](mailto:MDHHS-VR-Changes@Michigan.gov).

**ELIGIBILITY**

Must be at least 18 years old or legally emancipated. Legal guardians must include a copy of the court guardianship documents. Legally licensed representatives must provide documentation on official letterhead documenting that he/she represents the person named on the record and provide their state bar license number, along with client's identification.

**IDENTIFICATION REQUIREMENT** Original documents will not be returned to you

To change a Michigan birth record, a copy of a current valid, government-issued identification is required to establish eligibility.

If you are correcting a child's name, we require identification for all parents listed on the record. If a child's name change is court ordered, we only require identification for one parent.

Please send a copy of one of the following unexpired identifications:

- ✓ U.S. or U.S. Territories **Driver's License** or **Identification Card**
- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. Military Identification Card with **both** picture and signature
- ✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

If you do not have identification as listed above, we will accept other documents to prove your identity. For a list of alternative documents please visit our website at [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call our office at 517-335-8666.

**PROCESSING TIME** Prepaid self-addressed envelopes will NOT be used by our office

Normal processing time to correct or change a Michigan birth certificate is 5-6 weeks if all required documents are received. If we must contact you for additional documentation, the processing time starts when we receive all documentation needed. If you pay for RUSH service, processing time is 2-3 weeks from when all required documentation is received in our office. Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer.

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

**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)

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs, or disability.