

Mail Application and Fee to:
Vital Records Changes
P.O. Box 30721
Lansing, MI 48909

**Michigan Department of Health and
Human Services**
www.michigan.gov/vitalrecords

APPLICATION TO ADD A FATHER ON A MICHIGAN BIRTH RECORD

APPLICANT INFORMATION

Copy of valid Identification required

Full Name:

Address:

Phone:

Email:

ELIGIBILITY

- Person named on the 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

INFORMATION ON BIRTH CERTIFICATE YOU ARE CORRECTING

Name on Birth Certificate:

Date of Birth:

Place of Birth (City and County):

Gender: Male Female X

Mother/Parent:

Father/Parent:

FATHER'S INFORMATION

Father's Full Name:

Father's Place of Birth:

Father's Date of Birth:

Father's Social Security Number:

CHANGE THE CHILD'S NAME

Child's Full New Name:

CHANGE THE MOTHER'S NAME AFTER MARRYING THE FATHER

Copy of marriage certificate required

Mother's Full New Name:

SIGNATURE(S) REQUIRED TO PROCESS APPLICATION If changing a child's name all parents listed on record must sign.

If changing a child's name over the age of 15 and it is not court ordered, we also require the child's signature.

Signature of Person Requesting Change:

Date:

Other Signature:

Date:

REQUIRED DOCUMENTATION

Please check the box for the documentation you are submitting now or have already submitted to our office.

- An original signed/notarized Affidavit of Parentage is **attached** with the application.
- A court order is attached (Order of filiation or court determination of paternity)
- Affidavit of Parentage has already been duly signed, notarized, and submitted to the Central Paternity Registry.
- A Paternity Acknowledgment that was filed before June 1, 1997. A true or certified copy from the probate court must be attached.

The Affidavit of Parentage form can be printed off our website at www.michigan.gov/vitalrecords or call 517-335-8666 to have one mailed to you.

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 Fee:	\$25.00	\$
TOTAL ENCLOSED:		\$

ELIGIBILITY

If you are the child listed on the record, you 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 information 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 Please do not send original documents they will not be returned to you

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

If you are changing 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 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 or call our office at 517-335-8666.

PROCESSING TIME

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 everything needed. If you pay for RUSH service, processing time is 2-3 weeks from when everything is received. Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer or shorter.

Note: Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records 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.