

APPLICATION TO ADD A PARENT ON A MICHIGAN BIRTH RECORD



Vital Records
and Health Statistics

- ✓ A photocopy of valid identification is required.
- ✓ Incomplete applications will be returned for completion.

PART 1 - APPLICANT INFORMATION

Name: _____
(First) (Middle) (Last)

Address: _____ City/State: _____ Zip: _____

Phone: _____ E-mail: _____

PART 2 – ELIGIBILITY

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

PART 3 - CHILD'S INFORMATION NEEDED TO LOCATE CURRENT BIRTH CERTIFICATE

Full Name on Birth Certificate: _____ Date of Birth: _____

Do you want to change the child's name? ☐ Yes ☐ No

New Name: _____
(First) (Middle) (Last)

Place of Birth: _____ Gender: ☐ Male ☐ Female ☐ X
(City and County)

PART 4 – BIRTH PARENT / MOTHER'S INFORMATION

Parent/Mother's Name Before Married: _____ Parent/Mother's Date of Birth: _____

Do you want to change the parent's name after marriage? ☐ Yes ☐ No (Marriage certificate required)

(First) (Middle) (Last)

PART 5 - PARENT / FATHER'S INFORMATION TO BE ADDED

Parent / Father's Full Name: _____
(First) (Middle) (Last)

Parent / Father's State of Birth: _____ Parent / Father's Date of Birth: _____
(Country if not U.S.)

Parent / Father's Social Security Number: _____

PART 6 SIGNATURE(S) REQUIRED TO PROCESS

*If changing a minor's name, all parents listed on the 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: _____

Other Signature: _____ Date: _____

MAILING ADDRESS

For Regular Processing
Mail Application, ID, Documents and Fee to:
Vital Records Changes
P.O. Box 30721
Lansing, MI 48909

For RUSH Processing (Rush fee must be included)
Mail Application, ID, Documents and Fee to:
Vital Records Changes RUSH
P.O. Box 30721
Lansing, MI 48909

*Please do not send prepaid self-addressed envelopes, as they will not be used by our office.

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 parentage)
- ☐ Affidavit of Parentage has already been duly signed, notarized, and submitted to the Central Parentage Registry.
- ☐ A true or certified copy of a Paternity Acknowledgement that was filed before June 1, 1997 from the Probate Court is attached.

The Affidavit of Parentage form can be downloaded from our website at www.michigan.gov/vitalrecords
If you would like to have the affidavit mailed to you, please call 517-335-8666.

PAYMENT CHECK OR MONEY ORDER MADE OUT TO THE "STATE OF MICHIGAN"

Application Fee is Non-Refundable

Application Fee:	\$50.00 (Includes one copy)	\$
Additional Certified Copies:	\$16.00 each	\$
RUSH Processing 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 attorney and client's identification.

IDENTIFICATION REQUIREMENTS

ORIGINAL DOCUMENTS WILL NOT BE RETURNED

To change a Michigan birth record, a copy of 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 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 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 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.