

## **PURPOSE**

The state registrar is authorized by Michigan law (MCL 333.2891(3)) to require verification of identity before releasing a copy or allowing a change to a Michigan vital record.

## **IDENTIFICATION**

**Tier 1** Documentation that establishes identity (Current or Expired less than one year at time of receipt).

1. U.S. or Foreign Passport
2. U.S. Passport Card
3. U.S. or U.S. Territories Driver's License or Identification Card
4. U.S. Military Identification Card with **both** picture and signature
5. 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.

**Tier 2** Documentation must include all documentation in one of the categories below:

1. Any of the documents in Tier 1 that have expired within the past 5 years (at time of receipt) and any one document from Tier 3 issued within the past year.
2. Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
3. Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
4. Department of Corrections identification card, accompanied by probation or discharge papers issued within the past year.
5. If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

**Tier 3** Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

1. Any of the documents in Tier 1 document expired more than 5 years.
2. Social Security Card (must be signed)
3. Marriage or Divorce certificate
4. Your child's birth certificate
5. IRS form W-2
6. Paycheck stub
7. Bank statement
8. Voter registration
9. Motor vehicle registration
10. Health insurance card
11. Utility Bill
12. Doctor/hospital/dentist bill
13. Religious or community organization documents, e.g. baptismal certificate
14. Military DD-214 discharge paper or equivalent
15. School records
16. Letter or benefit statement from a government agency such as SSA or IRS
17. Land or rental agreement
18. Military ID with **either** a picture **or** signature.
19. Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who do not have access to the records above, or who wish to order their birth certificate online, can order via <http://vitalchek.com>. VitalChek verifies identity through questions about the applicant’s past addresses, family, and other information. VitalChek is the only online service provider approved for establishing identity without documentation.

## **UNACCEPTABLE IDENTIFICATION**

### **Specific Types of identification:**

The following specific identification will NOT be accepted.

- Matricular Consular ID Card
- Mexican Voter Registration Card “Credencia Para Votar”
- Permanent Resident Card **without** Signature [Form I-551] (*with signature meets Tier 1*)
- Alien Registration Receipt Card [Form I-151]
- Non-resident Border Crosser Card. **All types.**
- U.S. Citizen Identification Card.
- D.E.S. Food Stamp Card.
- Tribal Identification Card **without** Signature