

# APPLICATION FOR A CERTIFIED COPY— MICHIGAN CERTIFICATE OF STILLBIRTH

Michigan Department of Health and Human Services

The Michigan Vital Records Office issues certificates of stillbirths that **occurred in Michigan** with information **filed with the state after June 1, 2003**. Per Michigan law, the stillbirth must be 20 weeks or 400 grams to obtain a certificate.

**PART 1 - APPLICANT'S INFORMATION**

Applicant's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone w/area code - **Required**: \_\_\_\_\_ Other Phone w/area code: \_\_\_\_\_

**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.

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Current valid Government-issued photo ID required (see back for Acceptable Documents)

**PART 3 - PURPOSE FOR REQUESTING THE RECORD**

**PART 4 - ELIGIBILITY - Are you eligible to request this Certificate of Stillbirth?**

Michigan law limits who can receive a certified copy of a Michigan Certificate of Stillbirth—Only a parent named on the record, Licensed attorney representing parent of the record (Letter on official letterhead required: Must provide state bar number and the name of the person you represent along with client's identification), & Court of competent jurisdiction (Court order & fee required) is eligible to apply.

**PART 5 - INFORMATION NEEDED TO LOCATE THE CERTIFICATE BEING REQUESTED**

Child's Full Name	(first, middle, last)	
Date of Delivery	(mm/dd/yyyy)	
Place of Delivery	(Hospital & County)	
Parent/Mother's Name	(first, middle, last)	
Parent/Mother's Date of Birth	(mm/dd/yyyy)	
Parent/Father's Name	(first, middle, last)	

**PART 6 - FEES - Check Payable to State of Michigan**

<b>Base Fee: Includes One Year Search</b>	
\$0 If available. See details on back page.	\$0
\$34 First paid copy	\$34
Additional Copies (Each) _____ x \$16.00	\$
Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) Years you want searched: _____	\$
Expedited "RUSH" Service (additional) \$12.00	\$
<b>Payment to "State of Michigan" TOTAL</b>	<b>\$</b>

For Accounting Use Only

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

## PROCESSING TIMES FOR STILLBIRTH

The Certificate of Stillbirth will be available within ten (10) days after the required identifying report is received by the state from the hospital or attending physician.

**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.

**ADDITIONAL INFORMATION:** If you find that the processing times listed do not meet your needs, please visit [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call our Eligibility Unit at 517-335-8666 and speak with a customer service representative. They may be able to offer additional help to meet your individual situation.

## NO-FEE COPIES OF STILLBIRTH

There are two no-fee copies available for each Michigan Stillbirth record for the life of the record. This includes all amendments to the record in that an amendment does not warrant additional no-fee copies. Once the two no-fee copies are claimed, no more no-fee copies are available and the next copy is at full price; \$34.

## MAIL APPLICATION TO

<b>REGULAR MAIL TO:</b>	<b>RUSH MAIL TO:</b>
<b>Vital Records Requests</b>	<b>Vital Records RUSH</b>
<b>PO Box 30721</b>	<b>PO Box 30721</b>
<b>Lansing MI 48909</b>	<b>Lansing MI 48909</b>

[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords)  
517-335-8666

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.

## IDENTIFICATION REQUIREMENTS FOR APPLYING BY MAIL FOR A MICHIGAN STILLBIRTH RECORD

Under Michigan law, stillbirth records are restricted documents. To request a stillbirth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification must be presented along with the application and fees.

**Tier 1 Documentation** that establishes identity by itself.

- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. or U.S. Territories Driver's License or Identification 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.

—OR—

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

- ✓ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- ✓ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- ✓ 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.
- ✓ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- ✓ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

—OR—

**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:

- ✓ Any of the documents in Tier 1 expired more than 5 years.
- ✓ Social Security Card (must be signed)
- ✓ Marriage or Divorce certificate
- ✓ Your child's birth certificate
- ✓ IRS form W-2
- ✓ Paycheck stub
- ✓ Bank statement
- ✓ Voter registration
- ✓ Motor vehicle registration
- ✓ Health insurance card
- ✓ Utility Bill
- ✓ Doctor/hospital/dentist bill
- ✓ Religious/community organization documents, baptismal certificate
- ✓ Military DD-214 discharge paper or equivalent
- ✓ School records
- ✓ Letter/benefit statement from a government agency, like SSA or IRS
- ✓ Land or rental agreement
- ✓ Military ID with **either** a picture **or** signature.
- ✓ Other documents that establish identity to a degree equivalent to those listed above.