

# 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**.

## 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.

- Parent named on certificate       Court of competent jurisdiction (court order attached)

## 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>		
Age 64 and Under	\$34.00	\$
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 days.

## APPLYING IN PERSON

### LOCATION:

South Grand Building, 1st Floor  
333 S Grand Avenue  
Lansing MI 48933 (corner of Grand & Kalamazoo)

**LOBBY HOURS:** 8:00 am - 5:00 pm M-F except for recognized state holidays.

**DIRECTIONS:** Visit our website at:

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

**SAME DAY SERVICE:** Orders at our counter must be placed by 3:00 pm to receive same-day service. Additional "rush" fee of \$12.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. Genealogy requests may take longer.

**PAYMENT:** A money order, credit card or cash can be used at our front counter. A personal check can also be used if NOT same-day service. Make checks and money orders payable to "State of Michigan".

## 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.

## MAIL APPLICATION TO

**REGULAR MAIL TO:**  
Vital Records Requests  
PO Box 30721  
Lansing MI 48909

**RUSH MAIL TO:**  
Vital Records RUSH  
PO Box 30721  
Lansing MI 48909

[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 IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

Under Michigan law, birth records are restricted documents. To request a birth 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.

VitalChek – Applicants who wish to order their birth certificate online, can order via the internet at <http://vitalchek.com>, or by phone, US (866) 443-9897. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only approved online service provider for the State of Michigan.