

# APPLICATION TO ADD A FATHER ON A MICHIGAN BIRTH RECORD

Michigan Department of Health and Human Services

(This form is to be used to add a father only - not to replace or remove a father previously named)

For additional information:

517-335-8660

Mon-Fri 8:00 am - 5:00 pm ET

**MAIL APPLICATION AND PROPER FEE TO:**

Vital Records Changes

P.O. Box 30721

Lansing MI 48909

## APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)

PLEASE PRINT CLEARLY AND LEGIBLY

Applicant's Name:

Address:  
(Cannot send to General Delivery)

City/State:

Zip:

Daytime Phone Required: (        )

Notifications by email?  Yes  No

Email Address:

**PHOTO IDENTIFICATION must be presented along with this application and payment. (See back for details)**

## ELIGIBILITY

To be eligible to add a father to a birth record, you must be one of the following. Please check the item that applies to you.

- Person named on the record (Must be at least 18 years old or legally emancipated)
- Legal guardian of the person(s) named or to be named on the record (Must include a copy of the court guardianship documents)
- Parent named or to be named on the record
- Legal licensed representative of the person(s) named or to be named on the record must provide information on official letterhead documenting that he/she represents the person named on the record, and provide pictured ID for themselves, as well as ID for the client

## REQUIRED DOCUMENTATION

Please check the appropriate box below for required documentation submitted.

- 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 and notarized and has been 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.
- Affidavit of Parentage can be printed off our website or contact the Changes Unit at 517-335-8660 to request that one be mailed to you

## INFORMATION NEEDED TO LOCATE CHILD'S BIRTH RECORD

If any birth information is unknown, please indicate "unknown"

STATE FILE NUMBER (If known)

CHILD'S NAME AT BIRTH

First

Middle

Last

GENDER

Male

Female

CHILD'S Date of Birth (mm/dd/yyyy)

CHILD'S PLACE OF BIRTH

Hospital

City

County

MOTHER'S NAME BEFORE FIRST MARRIED

First

Middle

Last

FATHER'S NAME

First

Middle

Last

## INDICATE FATHER'S FULL NAME AND INFORMATION TO BE ADDED

FATHER'S FULL NAME

First

Middle

Last

FATHER'S PLACE OF BIRTH State or Country (if not US)

FATHER'S DATE OF BIRTH

Month

Day

Year

FATHER'S SOCIAL SECURITY NUMBER:        -        -

**TO CHANGE THE CHILD'S NAME OR TO CHANGE THE MOTHER'S NAME DUE TO MARRIAGE**

If there is any change in the child's name from that originally recorded on the birth record, please indicate the name change below. Please indicate if the mother of the child wishes to have her name changed due to marriage to the biological father.

<b>CHILD'S FULL NAME AT BIRTH</b>	First	Middle	Last
<b>CHILD'S FULL NAME AS YOU WANT IT TO APPEAR ON THE NEW BIRTH RECORD</b>	First	Middle	Last
<b>Do you wish to change mother's name on the record due to marriage?</b> (Copy of marriage certificate must be submitted)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, indicate name here First Middle Last	

**THE SIGNATURE OF AN ELIGIBLE APPLICANT IS REQUIRED TO PROCESS THIS APPLICATION.**  
If the court order specifies a new name for the child, only the applicant's signature and copy of legal ID is required. If the court order does not specify a new name for the child, **both parents' signatures and legal IDs** are required when requesting a name change for the child. If the child is over 15 and you are changing the child's name, we also require the child's signature.

Applicant/Parent's Signature	Date
Parents' Signature	Date

<b>PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN BIRTH RECORD</b> <b>*Please Send Photocopies – Not Original Documents*</b>	<b>PHOTO ID REQUIREMENTS (CONTINUED)</b>
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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 or 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, Doctor/hospital/dentist bill
  - ✓ Utility 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.

<p><b>PAYMENT</b> - The fee for adding the father's name and information to a Michigan birth record is \$50.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$16.00 each when ordered at the same time. <b>Payment must be made by check or money order and made payable to the "State of Michigan."</b></p> <p><b>PROCESSING TIME</b> – Normal processing time for all changes or corrections is 5-6 weeks from the date all documentation, payments and photo ID are received in the State Vital Records Office and the order is keyed into the system. 2-3-week rush processing is available for an additional fee.</p> <p><b>PENALTIES:</b> Any person who willfully and knowingly makes false application to change or amend a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).</p>	Application Fee ( <b>Non-Refundable</b> ) Fee includes one (1) certified copy of the record	\$ 50.00	\$ 50.00
	Additional Certified Copies	\$ 16.00 Each	\$
	Rush Fee	\$ 25.00	\$
	<b>TOTAL ENCLOSED</b>		

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.