

# APPLICATION FOR A CERTIFIED COPY — MICHIGAN BIRTH RECORD

Michigan Department of Health and Human Services

**PART 1 - APPLICANT'S INFORMATION**

Applicant's Name \_\_\_\_\_ State Driver's License or Identification # \_\_\_\_\_  
 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 Alternative Documents)

**PART 3 - PURPOSE FOR REQUESTING THE RECORD**
**PART 4 - ELIGIBILITY-Select the category that qualifies YOU to request/receive this Michigan birth record per MCL 333.2882**

- |   |   |
|---|---|
| <input type="checkbox"/> Person named on the record<br><input type="checkbox"/> Parent named on the record<br>Note: If adopted, only adoptive parents are eligible<br><input type="checkbox"/> Legal guardian of the person named on the record<br>(Copy of court documented guardianship papers required)<br><input type="checkbox"/> Licensed attorney representing subject of the record<br>(Letter on official letterhead required: <u>Must</u> provide state bar number and the name of the person you represent along with client's identification) | <input type="checkbox"/> Heir of the deceased person named on the record, and<br>• Relationship to decedent: _____<br>• Decedent's name at time of death: _____<br>• State where death occurred: _____<br>• Date of death (Year): _____<br>If not a Michigan death, must provide death certificate<br><input type="checkbox"/> Court of competent jurisdiction (Court order & fee required)<br><input type="checkbox"/> Birth record is at least 100 years old (no photo ID required) |
|---|---|

**PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED**

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
<b>Please include first, middle, and last names below:</b> Child's Full Name At Birth _____ Mother's Birth Name: _____ Father's Birth Name: _____		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Child's Full Name <b>After</b> Adoption: _____ Adopted Mother's Birth Name: _____ Adopted Father's Birth Name: _____

**If the applicant's current name is different from their birth name on the record, provide info (required)**

Marriage: Place of Marriage (state) \_\_\_\_\_ Date of Marriage \_\_\_\_\_  
 Court Ordered New Legal Name (court order must be provided)  
 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**PART 6 - FEES Includes one certified copy or no-find letter**

<b>Base Fee: Includes One Year Search</b>		
Age 64 and Under	\$34.00	\$
<u>Or</u> Senior Citizen (Age 65+) Reduced Fee (Must be requesting own birth record)	\$14.00	\$
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

**Is your request complete? Don't forget your ID!**

## 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 in order 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 MAIL REQUESTS

**REGULAR SEARCH:** The processing time for a regular request is approximately 5 weeks, depending on the volume of requests received.

**EXPEDITED (RUSH) SEARCH:** Processing time for a "rush" request is 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 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.

## 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 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 prevent 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.

**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.

**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 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.