

**APPLICATION FOR AN AUTHENTICATED/APOSTILLED COPY — MICHIGAN BIRTH RECORD**  
Michigan Department of Health and Human Services

**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**-Select the category that qualifies **YOU** to request/receive this Michigan birth record per MCL 333.2882

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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) |
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**Part 5 - INFO NEEDED TO FIND BIRTH RECORD** \*SPECIFY COUNTRY (Not US):

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> Full Name At Birth _____ Parent/Mother's Birth Name: _____ Parent/Father's Birth Name: _____		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Name <b>After</b> Adoption: _____ Adopted Parent/Mother's Birth Name: _____ Adopted Parent/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 \_\_\_\_\_

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

<b>Base Fee: Includes One Year Search</b>		
Includes one certified copy	\$42.00	\$ 42.00
Additional Copies (Each) _____ x \$26.00		\$
Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) Years you want searched: _____		\$
Expedited "RUSH" Service (additional)	\$25.00	\$
<b>Payment to "State of Michigan" TOTAL</b>		\$

For Accounting Use Only

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

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.

## 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 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.

**APOSTILLES:** Applying the apostille at the Secretary of State's Office of the Great Seal for any request takes an additional 2-3 weeks after processing in Vital Records is completed. If you request just a certified copy from our office before 2:00 pm, you can go in person (5 blocks) and have the apostille applied same day.

An **AUTHENTICATED BIRTH CERTIFICATE** is not needed for foreign travel. Authenticated records with an apostille are typically required by foreign governments for an adoption, work visas, marriage in a foreign country or establishing residency. You must specify which country requires the document (cannot be United States).

## 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

## 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 in order 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 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.