APPLICATION FOR A CERTIFIED COPY—MICHIGAN DEATH RECORD
Michigan Department of Health and Human Services

REQUESTING A MICHIGAN DEATH RECORD: The Michigan Vital Records office has records of deaths that occurred in Michigan and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Death records are not restricted documents in Michigan. Anyone can request that a search be conducted if the application is completed and signed, and submitted with the required fee paid.

PART 1 - APPLICANT’S INFORMATION
Applicant’s Name: ________________________________
Mailing Address: ___________________________ City: ___________ State: _____ Zip: ________
Daytime Phone w/area code: ___________________________ 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 with the information that I provided. This does not guarantee that a record will be found.

► Applicant’s Signature: ___________________________ Date: ____________

PART 3 - PURPOSE FOR REQUESTING THE RECORD

PART 4 - DEATH INFORMATION NEEDED TO FIND THE RECORD
If the exact date of death is unknown, please indicate the year you want searched. If you need additional years searched, please see Part 4 payment box for fee information. We can do a search without the “county” of death, but it will not be a thorough search.

NAME OF
DECEASED
(at time of death)
First Middle Last Date of Birth (mm/dd/yyyy) Date of Death (mm/dd/yyyy)

GENDER
☐ Male ☐ Female

DECEDENT’S PLACE OF DEATH
City County State

Other variations of same name or locations

Please provide any of the following additional information that would help us locate the death record

DECEDENT’S PLACE OF BIRTH
State Country

DECEDENT’S SOCIAL SECURITY NUMBER
__ __ __ __ __ __ __ __ __ __

DECEDENT’S PARENT/MOTHER’S NAME
First Middle Last

DECEDENT’S PARENT/FATHER’S NAME
First Middle Last

PART 5 - FEES Includes one certified copy or no-find letter

Base Fee: Includes One Year Search $34.00 Additional Copies (Each) ______ x $16.00 Additional Years Search, # yrs ______ x $12.00 Expedited “RUSH” Service (additional) $12.00 Payment to “State of Michigan” TOTAL $34.00 $16.00 $12.00 $12.00 $___________ $___________ $___________ $___________ $_____

☐ Short Form* (without medical info) ☐ Long Form* (see back) Must check one

For Accounting Use Only
Is your request complete?
**PROCESSING TIMES FOR MAIL REQUESTS**

**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 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**

**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
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.

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**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 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”.

**SHORT FORM vs. LONG FORM (from front):** A short form includes pertinent facts on who died, when and where they died, and the manner of death (natural, accidental etc.), but no medical information. A long form includes the full death registration including the medical conditions reported and other circumstances that led to death.

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