

APPLICATION TO CORRECT A MICHIGAN DEATH RECORD

If any information is unknown, please indicate "unknown"

Incomplete applications will be returned

SECTION 1 - APPLICANT INFORMATION Must be 18 years old or older

Name:

(First)

(Middle)

(Last)

Address:

City/State:

Zip:

Phone:

E-mail:

SECTION 2 – ELIGIBILITY Copy of valid identification required. See next page for details

☐ Funeral service licensee

☐ Next of kin of the deceased. Specify your relationship: _____

If you are not listed on the death certificate, we require proof that you are next of kin.

SECTION 3 – REQUIRED DOCUMENTATION Original documents will not be returned to you

Most corrections require documents to prove the correct information, such as: birth certificates, marriage licenses or social security records. If sufficient documentation is not supplied, you may need a court order. Medical information on a death certificate can only be corrected by the certifying physician or medical examiner. (See next page for more details)

Please list below the documents you are submitting to make the correction requested.

1.	4.
2.	5.
3.	6.

SECTION 4 – CHANGES REQUESTED

Incorrect item as it currently appears on the record	Information as you would like it to appear on the record
1.	1.
2.	2.
3.	3.
4.	4.

SECTION 5 – DECEDENT INFORMATION

Full Name of Decedent:	Date of Death:
Place of Death:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

SECTION 6 - SIGNATURE REQUIRED TO PROCESS APPLICATION

Signature of Person Requesting Change:	Date:
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For Regular Processing
Mail Application, ID, Documents and Fee to:
Vital Records Changes
P.O. Box 30721
Lansing, MI 48909

For RUSH Processing (Rush fee must be included)
Mail Application, ID, Documents and Fee to:
Vital Records Changes RUSH
P.O. Box 30721
Lansing, MI 48909

PAYMENT Check or Money Order made out to the "State of Michigan"		Application Fee is Non-Refundable
Application Fee:	\$50.00 (includes one copy)	\$50.00
Additional Certified Copies:	\$16.00 each	\$
RUSH Fee:	\$25.00	\$
TOTAL ENCLOSED:		\$

REQUIRED DOCUMENTATION Do not send original documents they will not be returned to you

Changes or corrections to death records that can be made by this office are limited by law and are subject to very specific supporting documentation.

- We require at least 1-2 dated documents proving the correct information. The amount and type of documentary evidence required depends on the length of time since the death certificate was created and the item you are correcting on the death certificate.
- Date of death, place of death and all medical information must be corrected by the certifying physician or medical examiner on a separate form.
- Driver's License and State Identification cards are NOT acceptable as documentary evidence.

For more information on required documents, view the FAQs for amending death certificates on our website at: www.michigan.gov/vitalrecords, call our Changes Unit at **517-335-8660** or email: MDHHS-VR-Changes@Michigan.gov

ELIGIBILITY

Next of Kin – Next of kin is the closest living relative of the deceased, in the following order: surviving spouse, children, grandchildren, parents, siblings, grandparents. If you are not listed on the death certificate, you must provide documentation that you are next of kin. Acceptable documents are birth certificates, marriage licenses, death certificates or a court order determination of heirs of the deceased.

IDENTIFICATION REQUIREMENT Do not send original documents they will not be returned to you

To change a Michigan death record, a current valid, government issued identification is required to establish eligibility.

Please send one of the following unexpired identifications:

- ✓ U.S. or U.S. Territories **Driver's License** or **Identification Card**
- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport 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.

If you do not have identification as listed above, we will accept other documents to prove your identity. For a list of alternative documents please visit our website at www.michigan.gov/vitalrecords or call our office at 517-335-8666.

PROCESSING TIME Prepaid self-addressed envelopes will NOT be used by our office

Normal processing time to correct or change a Michigan death certificate is 5-6 weeks if all required documents are received. If we must contact you for additional documentation, the processing time starts when we receive everything needed. If you pay for RUSH service, processing time is 2-3 weeks from when everything is received. Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer.

Note: Applications sent to the Vital Records post office box with an overnight delivery are not received in the Vital Records office for three (3) days.

PENALTIES

Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c)

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.