

APPLICATION TO CORRECT A MICHIGAN DEATH RECORD



Vital Records
and Health Statistics

- ✓ A photocopy of valid identification is required.
- ✓ Incomplete applications will be returned for completion.

PART 1 - APPLICANT INFORMATION

Name: _____
(First) (Middle) (Last)

Address: _____ City/State: _____ Zip: _____

Phone: _____ E-mail: _____

PART 2 - ELIGIBILITY

- ☐ Funeral director
- ☐ Informant listed on the death certificate
- ☐ Next of kin of the deceased within 5 years of the date of death. Specify your relationship: _____
- If you are not listed on the death certificate, we require proof that you are next of kin. If next of kin can not be determined or more than 5 years have passed since the date of death a court order is required.

PART 3 - REQUIRED DOCUMENTATION

IMPORTANT: Documentation is required to prove the correct information. See the next page for acceptable documents. Most changes need 1-2 dated records that clearly match the person on the death certificate. Medical details (including cause of death or date/place of death) can ONLY be corrected by the certifying doctor or medical examiner. A court order may be required. Driver's License or State ID is NOT acceptable as documentary evidence.

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

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

PART 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. _____

PART 5 - DECEDENT INFORMATION

Full Name of Decedent: _____ Date of Death: _____

Place Death: _____
(City and County) Gender: ☐ Male ☐ Female ☐ X

PART 6 - SIGNATURE REQUIRED TO PROCESS APPLICATION

Signature of Person Requesting Change: _____ Date: _____

MAILING ADDRESS **PREPAID SELF-ADDRESSED ENVELOPES WILL NOT BE USED BY OUR OFFICE**

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)	\$
Additional Certified Copies:	\$16.00 each	\$
RUSH Processing Fee:	\$25.00	\$
TOTAL ENCLOSED:		\$

REQUIRED DOCUMENTATION **ORIGINAL DOCUMENTS WILL NOT BE RETURNED TO YOU**

Corrections to death records that can be made by this office are limited by law and are subject to very specific supporting documentation. Documents must clearly indicate that they pertain to the registrant on record.

- In general, we require at least 1-2 dated documents proving the correct information.
- Date of death, place of death and all medical information must be corrected by the certifying physician or medical examiner on a separate form.
- Changes to the marital status or name of the surviving spouse on a registered death record require a court order naming the surviving spouse, except to make minor spelling corrections or where there is a demonstrated error by the funeral home.
- Examples of acceptable documents include marriage records, birth certificates, school records, social security records, passports or visas, military records, census records, government agency records and medical records.
- Driver's License and State Identification cards are NOT acceptable as documentary evidence.

For detailed information on required documents, view our **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, grandparents and siblings. 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 REQUIREMENTS **ORIGINAL DOCUMENTS WILL NOT BE RETURNED**

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

Please send a copy of 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. The 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

Normal processing time to correct 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 all documentation needed. If you pay for RUSH service, processing time is 2-3 weeks from when all required documentation is received in our office. 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 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 birth 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.