

APPLICATION TO **CORRECT** OR **CHANGE** A **MICHIGAN BIRTH RECORD**
(FOR A CHILD LESS THAN ONE YEAR OLD)

PLEASE READ AND FOLLOW INSTRUCTIONS

For additional information:

Vital Records Changes

(517) 335-8660 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION AND PROPER FEE TO:

Vital Records Changes

P.O. Box 30721

Lansing MI 48909

PERSON REQUESTING CORRECTION OR CHANGE

PLEASE PRINT CLEARLY AND LEGIBLY

Please provide your name and complete mailing address to mail the new record to you and a phone number to contact you if there are questions regarding this request.

Person Requesting Correction or Change:

Mailing Address:

City/State/Zip:

Daytime phone to contact you:

Area Code & Number

ELIGIBILITY

To be eligible to correct or change a child's birth record, you must be a parent named on the record, or a legal guardian or legal representative of the person named on the record. Legal guardians must include a copy of the court guardianship documents. Legal representatives must provide information on official letterhead, documenting that he/she represents the person named on the record.

- 9 Parent named on the record
- 9 Legal guardian of the person named on the record
- 9 Legal representative of the person named on the record

DOCUMENTARY EVIDENCE IS "NOT" REQUIRED FOR THE FOLLOWING CHANGES:

1. Correct, add or change the first or middle name of the child.
2. Correct the spelling of the child's last name.
3. Add a parent's first or middle name if originally omitted.

REQUIRED DOCUMENTATION

Any other changes than those items listed above require documentary evidence. Some examples might be hospital records, medical records, statement from attendant at birth, baptismal records, insurance documents, etc. If you need more information or have specific questions, you may call the Changes Unit at **(517) 335-8660**.

Please list below the documentary evidence you are submitting to make the change requested:

1. _____
2. _____

Documentation will be returned to you when the request has been completed.

