APPLICATION FOR AUTHENTICATED OR APOSTILLED COPY—MICHIGAN MARRIAGE RECORD
Michigan Department of Health and Human Services

INFORMATION ABOUT AUTHENTICATED CERTIFICATES - Authenticated (exemplified or containing an apostille) records 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. Applying the “apostille” at the Secretary of State’s Office of the Great Seal takes an additional 2-3 weeks after processing is complete at Vital Records.

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 - SPECIFY COUNTRY OF USE

PART 5 - MARRIAGE INFORMATION NEEDED TO FIND RECORD

If the exact date of marriage is unknown, please indicate the year you want searched. If you need additional years searched, please see the fee box.

Date of Marriage (mm/dd/yyyy) ___________________________

FULL NAME (At time of application for marriage license)
                                       FULL NAME (At time of application for marriage license)
□ Male          □ Female
                   First     Middle   Last
                   First     Middle   Last

FULL NAME before first married, if different from above
                   First     Middle   Last
                   First     Middle   Last

PARENT’S NAME
                   First     Middle   Last
                   First     Middle   Last

PARENT’S NAME
                   First     Middle   Last
                   First     Middle   Last

LOCATION OF MARRIAGE
                   City       County     State

LOCATION WHERE LICENSE WAS OBTAINED
                   County

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

Base Fee:                      Includes One Year Search $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 $

Payment to “State of Michigan” TOTAL $

Is your request complete?
REQUESTING A MICHIGAN MARRIAGE RECORD

The Michigan Vital Records office has records of marriages that occurred in Michigan and were filed with the state since 1867.

The search for a Statement of No Marriage in Michigan includes a statewide search including both public and probate marriages filed for the years requested. Therefore, identification is required of the applicant.

**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:** Same day service is not available for an authenticated record; however, you do have the option of requesting a regular certified copy ($46 order placed before 2:00 pm) and then personally walking it to the Office of the Great Seal (5 blocks) to have the apostille affixed. Please allow up to a 2 hour waiting period for the order to be processed in our office. 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 the request is 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 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.

**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.

**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.

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.

**IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN MARRIAGE RECORD**

To request a no statement of marriage, a current valid, government issued identification is required in order to establish eligibility. To protect you and the community from identity theft, we require a copy of the applicant’s government issued identification to be presented along with the application and fees.

At least one of the following ID’s is required:
- Current driver’s license with photo if unexpired, or expired less than one year
- Current state issued photo identification card unexpired, or expired less than one year
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment identification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15 or older, current student photo ID with either a current report card or current transcript

**ALTERNATIVE DOCUMENTS** can be submitted to be reviewed by a supervisor if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following, and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.

- Expired state or federal photo ID, marriage or divorce certificate, child’s birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

If you are still unable to provide any of the above-mentioned forms of identification, please contact the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.

**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