

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:** _____
 Current valid Government-issued photo ID required (see back for Alternative Documents)

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) _____
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SPOUSE #1 (At time of application for marriage license) FULL NAME <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>	SPOUSE #2 (At time of application for marriage license) FULL NAME <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>
FULL NAME before first married, if different from above <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>	FULL NAME before first married, if different from above <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>
PARENT’S NAME <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>	PARENT’S NAME <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> First Middle Last </div>
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LOCATION OF MARRIAGE City County State	LOCATION WHERE LICENSE WAS OBTAINED <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> County </div>

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		\$

For Accounting Use Only

Is your request complete? Don’t forget your ID!

REQUESTING AN AUTHENTICATED 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 an Authenticated 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.

APPLY ONLINE OR BY PHONE

ONLINE: www.michigan.gov/vitalrecords
PHONE: 866-443-9897

Online and phone orders are serviced by VitalChek. All orders received by this method are considered rush service and processed in approximately two-weeks. There is an additional \$12.50 VitalChek processing fee. There is an optional UPS overnight delivery fee of \$19.75, and you should receive the record in 7-10 business days.*

PAYMENT: A credit card is required for online and phone order requests.

VitalChek is the ONLY approved online and phone service provider for the State of Michigan.

*Dependent upon receipt date and Office of the Great Seal processing.

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 visit www.michigan.gov/vitalrecords or 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

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 BY MAIL FOR APOSTILLED MICHIGAN MARRIAGE RECORD * Please Send Copies - Not Original Documents *

To request an authenticated marriage record, 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.

Tier 1 Documentation that establishes identity by itself.

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

-OR-

Tier 2 Documentation must include all documentation in one of the categories below:

- √ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- √ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- √ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- √ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- √ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

-OR-

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

- √ Any of the documents in Tier 1 expired more than 5 years.
- √ Social Security Card (must be signed)
- √ Marriage or Divorce certificate
- √ Your child's birth certificate
- √ IRS form W-2
- √ Paycheck stub
- √ Bank statement
- √ Voter registration
- √ Motor vehicle registration
- √ Health insurance card
- √ Utility Bill
- √ Doctor/hospital/dentist bill
- √ Religious/community organization documents, baptismal certificate
- √ Military DD-214 discharge paper or equivalent
- √ School records
- √ Letter/benefit statement from a government agency, like SSA or IRS
- √ Land or rental agreement
- √ Military ID with **either** a picture **or** signature.
- √ Other documents that establish identity to a degree equivalent to those listed above.