

**REQUEST FOR PHOTOCOPY OF A VITAL RECORDS DOCUMENT OR
APPLICATION SUBMITTED TO CHANGE OR REQUEST A MICHIGAN VITAL RECORD**

Michigan Department of Health and Human Services

For additional information
517-335-8660
Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION AND PROPER FEE
Vital Records
PO Box 30721
Lansing MI 48909

- Request Photocopy of Application Used to Change a Record**
 Request Photocopy of Application or Document Used to Request a Vital Record
Record Type: Birth Death Marriage Divorce AoP
 Other _____

AFS No. _____

APPLICANT (PERSON REQUESTING COPY OF AN APPLICATION OR DOCUMENT) PLEASE PRINT CLEARLY AND LEGIBLY

Applicant's Name		
Address (Cannot send to General Delivery)		City/State
		Zip
Daytime Phone Required ()	Other Phone ()	
To protect from identity theft, PHOTO Identification <u>must</u> be presented along with this application. (See back for details)		

ELIGIBILITY (Please check which category makes you eligible to request this photocopy)

To be eligible to request a photocopy of an application that was submitted to change a Michigan birth or death record (does not include documentation used to change), or an application that was submitted to request a Michigan birth record, you must be the person named on the record and at least 18 years old, a parent named on the record, or a legal guardian or legal licensed representative of the person named on the record. Legal guardians must include a copy of the court guardianship documents. Legal licensed representatives must provide information on official letterhead, documenting that he/she represents the person named on the record and provide photo ID of both themselves and the client.

Person named on the record (must be at least 18 years old) Legal guardian of the person named on the record
 Parent named on the record Legal licensed representative of the person named on the record

INFORMATION NEEDED TO LOCATE VITAL RECORD THAT WAS CHANGED OR REQUESTED

If any birth or death information is unknown, please indicate unknown		STATE FILE NUMBER (if known) _____	
PERSON NAMED ON RECORD			DATE OF BIRTH OR DEATH (mm/dd/yyyy)
First	Middle	Last	
IF THE PERSON ON RECORD HAS HAD A NAME CHANGE PLEASE INDICATE NAME HERE		<input type="checkbox"/> Adoption	<input type="checkbox"/> Legal Name Change
First	Middle	Last	
PLACE OF BIRTH OR DEATH		Hospital	County
		City	
PARENT/MOTHER'S NAME BEFORE FIRST MARRIED		PARENT/FATHER'S NAME BEFORE FIRST MARRIED	
First	Middle	Last	First
			Middle
			Last

SIGNATURE OF PERSON REQUESTING PHOTOCOPY OF THE APPLICATION FOR THIS RECORD CHANGE OR REQUEST

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan vital records. This does not guarantee that a record will be found or that I will be determined to be eligible to receive it.

Signature: _____ Date: _____

ADDITIONAL INFORMATION
Please indicate what type of change was made to this record or what type of application you are requesting

Approximate Date of Request (If Known)

TURN-AROUND TIME - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.
REGULAR SEARCH - Processing time is 5-6 weeks for mail or counter requests.
EXPEDITED SEARCH - If you pay the expedited search fee (in addition to the regular search fee), a mail or counter request will be processed in 2 weeks.

METHOD OF PAYMENT - Payment must be made in U.S. funds by check or money order payable to the State of Michigan	
Each Photocopy of Request or Change (Non-Refundable)	\$ 12.00
* EXPEDITED SEARCH (Non-Refundable) (In addition to the regular search fee)	\$ 12.00
TOTAL ENCLOSED	\$

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 PHOTOCOPY OF AN APPLICATION SUBMITTED TO CHANGE OR REQUEST A MICHIGAN VITAL RECORD
*** Please Send Copies - Not Original Documents ***

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification must 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.

VitalChek – Applicants who wish to order their birth certificate online, can order via the internet at <http://vitalchek.com>, or by phone US (866) 443-9897. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only approved online service provider for the State of Michigan.