

APPLICATION TO CORRECT A MICHIGAN DEATH RECORD

Michigan Department of Health and Human Services

For additional information:
517-335-8660
www.Michigan.gov/VitalRecords

MAIL APPLICATION, INCORRECT DEATH RECORD AND PROPER FEE TO:
 Vital Records Changes
 PO Box 30721
 Lansing MI 48909

APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)	PLEASE PRINT CLEARLY AND LEGIBLY
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Applicant's Name

Address	City/State	Zip
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Daytime Phone Required ()	Notifications by email? <input type="checkbox"/> Yes <input type="checkbox"/> No Email Address:
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To protect from identity theft, PHOTO IDENTIFICATION must be presented along with this application. (See back for details)

ELIGIBILITY - Please check the applicable category (Do not use for physician correction)

Funeral Service licensee

Next-of-kin of the deceased. Specify your relationship. If you are not listed on the death certificate proof that you are next of kin is required.

REQUIRED DOCUMENTATION

Most corrections require supporting documentary evidence. Corrections to certain information such as names, marital status, date of birth and other key items are subject to very specific evidentiary requirements and the required documentation may vary. If you have specific questions or need more information, you may call the Changes Unit at **517-335-8660**.

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

1. _____
2. _____
3. _____
4. _____

Original documentation will be returned to you with the corrected record.

CHANGES REQUESTED

ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

DECEDENTS INFORMATION	If any death information is unknown, please indicate unknown in the appropriate space.
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NAME OF DECEDENT (First, Middle, Last)	DATE OF DEATH (Month, Day, Year)
PLACE OF DEATH (City and County)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female

SIGNATURE REQUIRED TO PROCESS THE APPLICATION
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Signature of Person Requesting Correction	Date
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PAYMENT - The fee for correcting a Michigan death record is \$50.00 and includes one copy of the record with the corrections made. Additional copies of the new record are available for \$16.00 each when ordered at the same time. **Payment must be made by check or money order and made payable to the State of Michigan.**

PROCESSING TIME – Normal processing time for all changes or corrections will be 5-6 weeks from the date all documentation, payments and photo ID are received in the State Vital Records Office and the order is keyed into the system. Two to three-week rush processing is available for an additional fee.

If death occurred in the last 60 days rush service may not be available

Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$ 50.00	\$ 50.00
_____ Addtl Certified Copies	\$ 16.00 Each	\$
Rush Fee	\$ 25.00	\$
TOTAL ENCLOSED		\$

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital 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.

PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN DEATH RECORD

*** Please Send Photocopies - 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 (If you do not have a document from Tier 1)

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 (If you do not have documents from Tier 1 or 2)

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.