

APPLICATION TO ADD A FATHER ON A MICHIGAN BIRTH RECORD

If any information is unknown, please indicate "unknown". **Incomplete applications will be returned.**

PART 1 - APPLICANT INFORMATION

Name: (First) (Middle) (Last)

Address: City/State: Zip:

Phone: E-mail:

PART 2 – ELIGIBILITY Copy of valid identification is required. See next page for more details.

- Self (Correcting my own record) Legal guardian of the person named on the record
Parent of the child Legally licensed representative of the person named on the record

PART 3 - CHILD'S INFORMATION NEEDED TO LOCATE CURRENT BIRTH CERTIFICATE

Full Name on Birth Certificate: Date of Birth:

Do you want to change the child's name? Yes No

New Name: (First) (Middle) (Last)

Place of Birth: (City and County) Gender: Male Female X

PART 4 - MOTHER'S INFORMATION

Mother's Full Name Before Married: Mother's Date of Birth:

Do you want to change the mother's current name after marrying the father? Yes No (Copy of marriage required)

(First) (Middle) (Last)

PART 5 - FATHER'S INFORMATION TO BE ADDED

Father's Full Name: (First) (Middle) (Last)

Father's State of Birth: (Country if not U.S.) Father's Date of Birth:

Father's Social Security Number:

PART 6 - SIGNATURE(S) REQUIRED TO PROCESS

**If changing a minor's name, all parents listed on the record must sign. If the child is over the age of 15 and the name change is not court ordered, we also require the child's signature.

Signature of Person Requesting Change: Date:
Other Signature: Date:
Other Signature: Date:

For Regular Processing Mail Application, ID, Documents and Fee to: Vital Records Changes P.O. Box 30721 Lansing, MI 48909
For RUSH Processing (Rush fee must be included) Mail Application, ID, Documents and Fee to: Vital Records Changes RUSH P.O. Box 30721 Lansing, MI 48909

REQUIRED DOCUMENTATION

Please check the box for the documentation you are submitting now or have already submitted to our office.

- An **original** signed/notarized Affidavit of Parentage **is attached** with the application.
- A court order is attached (Order of filiation or court determination of paternity)
- Affidavit of Parentage has already been duly signed, notarized, and submitted to the Central Paternity Registry.
- A Paternity Acknowledgment that was filed before June 1, 1997. A true or certified copy from the probate court must be attached.

The Affidavit of Parentage form can be printed out from our website at www.michigan.gov/vitalrecords or call 517-335-8666 to have one mailed to you.

PAYMENT	Check or Money Order made out to the "State of Michigan"	Application Fee is Non-Refundable
Application Fee:	\$50.00 (includes one copy)	\$50.00
Additional Certified Copies:	\$16.00 each	\$
RUSH Processing Fee:	\$25.00	\$
TOTAL ENCLOSED:		\$

ELIGIBILITY

If you are the child listed on the record, you must be at least 18 years old or legally emancipated. Legal guardians must include a copy of the court guardianship documents. Legally licensed representatives must provide information on official letterhead documenting that he/she represents the person named on the record and provide their state bar license number, along with attorney and client's identification.

IDENTIFICATION REQUIREMENT

Original documents will not be returned to you

To change a Michigan birth record, a copy of a current valid, government-issued identification is required to establish eligibility.

If you are changing a child's name, we require identification for all parents listed on the record. If a child's name change is court ordered, we only require identification for one parent.

Please send a copy of one of the following unexpired identifications:

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

If you do not have identification as listed above, we will accept other documents to prove your identity. For a list of alternative documents please visit our website at www.michigan.gov/vitalrecords or call our office at 517-335-8666.

PROCESSING TIME

Prepaid self-addressed envelopes will **NOT** be used by our office

Normal processing time to correct or change a Michigan birth certificate is 5-6 weeks if all required documents are received. If we must contact you for additional documentation, the processing time starts when we receive all documentation needed. If you pay for RUSH service, processing time is 2-3 weeks from when all required documentation is received in our office. Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer.

Note: Applications sent to the Vital Records post office box with an overnight delivery are not received in the Vital Records office for three (3) days.

PENALTIES

Any person who willfully and knowingly makes false application to change a Michigan birth 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.