

# APPLICATION FOR APOSTILLED/AUTHENTICATED COPY— MICHIGAN DEATH RECORD

Michigan Department of Health and Human Services

## PART 1 – APPLICANT INFORMATION (PERSON FILLING OUT THIS FORM)

Applicant's  
 First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Mailing  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone w/ area code **\*Required** \_\_\_\_\_ Email \_\_\_\_\_

## PART 2 – DEATH INFORMATION (TO LOCATE RECORD ON FILE)

The name of the person on record and **year of death** are required in order to complete the search. Do not leave these areas blank. If the month and day of death are unknown, we will search the entire year you provide. If you need additional years searched, please see **Part 6** for fee information.

NAME OF DECEASED (at time of death)				First	Middle	Last
DATE OF DEATH (mm/dd/yy)			DATE OF BIRTH (mm/dd/yy)			
DECEDENT'S PLACE OF DEATH		City	County	State		
DECEDENT'S SEX			DECEDENT'S SOCIAL SECURITY NUMBER			
			_ _ _ _ - _ - _ _ _ _ _			
ANY SPELLING VARIATIONS OF DECEDENT'S NAME						
DECEDENT'S PARENT'S NAME				DECEDENT'S PARENT'S NAME		
		First	Middle	Last		
		First	Middle	Last		
DECEDENT'S PLACE OF BIRTH		City	County	State		

**PART 3 – COUNTRY OF USE REQUIRED**  
 Apostille/Authentication is for use **outside** of the U.S.

**PART 4 – PURPOSE OF REQUEST**

## PART 5 – APPLICANT SIGNATURE (PERSON FILLING OUT THIS FORM)

By signing, I understand I am agreeing to pay for a search of State of Michigan Vital Records. This does not guarantee that a record will be found. Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties. Per MCL 333.2894(b) and 445.65.

**Your Signature:**

(Must be original in ink, by hand) \_\_\_\_\_ Date: \_\_\_\_\_

## PART 6 – PAYMENT Application Fee includes one Certified Copy or a No-Find Letter

Base Fee (Includes one year search) <b>Must check one</b> →		<input type="checkbox"/> Short Form (without medical info.)	<input type="checkbox"/> Long Form (with medical info.)	\$42.00	\$
Additional Years to Search (If exact death year is unknown)	Specify Years _____		\$12.00 per year	\$	
Additional Apostilled Copies	Specify Quantity _____		\$26.00 each	\$	
Expedited "Rush" Processing	Reduces in-office time. (Does not affect mail time to/from our office)		\$25.00 additional	\$	
CHECK or MONEY ORDER made out to the "State of Michigan" (Request will not be processed if payment is not included in envelope)			Total Amount Enclosed	\$	

**SEE NEXT PAGE FOR PROCESSING TIMES AND MAILING ADDRESS**

## REQUESTING A MICHIGAN DEATH RECORD

The Michigan Vital Records Office has records of deaths that occurred in Michigan and were **filed** with the state since **1867**. Some records were not filed with the state; some records are missing from the pre-1906 files. Death records are not restricted documents in Michigan. Anyone can request that a search be conducted if the application is completed, signed, and submitted with the required fee paid.

Short Form versus Long Form – A short form record includes pertinent facts of who is deceased, when and where the death occurred, but no medical information or manner of death. A long form record includes the full death registration including the medical conditions reported and other circumstances which led to death.

## PROCESSING TIMES FOR MAILED REQUESTS

### REGULAR SEARCH

Approximately 4 to 6 weeks of in-office processing at MDHHS, plus an additional 1 to 2 weeks at the Secretary of State's Office of the Great Seal. Then sent via regular mail. Completion time may vary, depending on volume of requests received.

### EXPEDITED "RUSH" SEARCH

Approximately 2 to 3 weeks of in-office processing at MDHHS, plus an additional 1 to 2 weeks at the Secretary of State's Office of the Great Seal. Then sent via regular mail.

### ADDITIONAL INFORMATION: Results are sent USPS First Class Mail, Pre-Paid envelopes will NOT be accepted

If you find that the above processing times do not meet your needs, please visit [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call our Eligibility Unit at **517-335-8666** to speak with a customer service representative about available options.

## MAIL APPLICATION (WITH CHECK OR MONEY ORDER)

**REGULAR MAIL TO:**  
Vital Records Requests  
P.O. Box 30721  
Lansing MI 48909

**RUSH MAIL TO:**  
Vital Records RUSH  
P.O. Box 30721  
Lansing MI 48909

## ALTERNATIVE ORDERING OPTIONS

### ONLINE

Visit [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) to place an online order via VitalChek. There is an additional \$14.00 processing fee.

There is an optional UPS Air delivery fee of \$19.75, Rush processing would also be added, and the record would be received in approx. 7 to 14 business days.

A credit or debit card is required for payment at the time of ordering online. VitalChek is the **ONLY** authorized service provider for online ordering for the State of Michigan Vital Records Office.

### PHONE

Call **866-443-9897** to place a phone order via VitalChek. There is an additional \$14.00 processing fee.

There is an optional UPS Air delivery fee of \$19.75, Rush processing would also be added, and the record would be received in approx. 7 to 14 business days.

A credit or debit card is required for payment at the time of placing your phone order. VitalChek is the **ONLY** authorized service provider for the State of Michigan Vital Records Office.

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 belief, or disability.

DCH-0569-DX-AUTH (Rev. 5-23) By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4) (8)