



STATE OF MICHIGAN
OFFICE OF THE GREAT SEAL
LANSING

Instructions to Authenticate Recorded Documents Death Certificate

We CAN authenticate: Only **Certified** copies from the County Clerk's office; City Clerks in the counties of Wayne, Oakland, or Macomb ONLY; or the State Registrar's office.

We CANNOT authenticate: From Court or Probate clerks. Do **not** get copies from these officials.

Notarized vital records

Photocopies of vital records.

Out of State Vital Records

To obtain recorded documents from a County Clerk:

- County Clerk telephone numbers are listed online and can also be found on our [website](#).
- Contact the County Clerk where the birth, marriage, divorce or death occurred.
- Request a *certified* copy of the document you need.
- Once you receive the certified copy of the document, either mail it to the Lansing office or bring it to one of our branch offices that provide authentication services ([see attachment](#)).
- [Wayne](#), [Macomb](#) and [Oakland](#) County recorded documents may be obtained from the City Clerks ***in those counties only***.

To obtain recorded documents from the State Registrar:

- The telephone number for the State Registrar's office is 517-335-8666.
- Request a certified copy of the document and tell them it is for use in another country.
- You can make arrangements with the State Registrar's office to mail the document directly to the Office of the Great Seal for state authentication. Our office cannot provide status updates.
- If an Authenticated copy was not requested from State Registrar, you can mail it to the Lansing office or bring it to one of our branch offices that provide authentication services.
- You can also order recorded documents off their website. Their address is www.michigan.gov/mdch.



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Helpful Tips

- ✓ Must be a certified copy by either the county clerk or the State Registrar.
- ✓ Record must be produced within 15 years.
- ✓ Do not notarize this document.
- ✓ No other papers can be attached to this document. It is a stand-alone document.
- ✓ Must be a Michigan Vital Record.
- ✓ Our Office does not authenticate Out of State Vital Records.