

APPLICANT (PERSON REQUESTING RECORD)		PLEASE PRINT CLEARLY AND LEGIBLY
Applicant's Name:		Driver's License or State Identification #:
Address (where certificate will be sent): (Cannot send to General Delivery)		City/State: Zip:
Daytime Phone Required: ( )		Other Phone: ( )
<b>To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)</b>		

REQUESTED BIRTH RECORD INFORMATION		STATE FILE NUMBER: _____ (If Known)	
If you cannot provide all of the following information, we may not be able to locate the record.			
NAME AT BIRTH		GENDER	DATE OF BIRTH (mm/dd/yyyy)
First	Middle	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Last			
Is the person named on the record adopted? Yes <input type="checkbox"/> No <input type="checkbox"/>		Has person named on the record had a legal name change? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Adopted Name:</b>		<b>(Other than marriage) New Legal Name:</b>	
PLACE OF BIRTH: Hospital City County			
MOTHER'S NAME BEFORE FIRST MARRIED:		FATHER'S NAME:	
First	Middle	First	Middle Last
Please provide any additional information that would help us locate the record, such as other names that the child or mother have used.			
PLEASE INDICATE PURPOSE FOR REQUESTING RECORD:			Do you know if a birth record has ever been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No

ARE YOU ELIGIBLE TO REQUEST AND RECEIVE THIS BIRTH RECORD?	PLEASE CHECK THE BOX THAT APPLIES TO YOU
<p><b>ELIGIBILITY:</b> Select the category that qualifies you to request and receive the requested Michigan birth record. Note: The birth parent of a child given up for adoption is not eligible to request the child's birth record.</p>	
<input type="checkbox"/> Person named on record * <input type="checkbox"/> Parent named on record * <input type="checkbox"/> Birth record is at least 100 years old (no photo ID required) <input type="checkbox"/> Court of competent jurisdiction (Court order & fee required) <input type="checkbox"/> Legal guardian of the person named on the record (Copy of court documented guardianship papers required) <input type="checkbox"/> Legal licensed representative of person named on record (Official letter required; provide state license number-name person represented)	<input type="checkbox"/> Heir of the deceased person named on birth record Provide information required below: Specify your relationship to decedent _____ State where death occurred _____ (If not Michigan, applicant must supply a copy of the death certificate) Date of Death (Year) _____ Decedent's name at time of death _____
<p>* If the applicant's name is different than the name as it appears on the requested birth record, provide information required below:                  Different due to marriage, indicate date of marriage: _____ and place of marriage (state): _____                  Or different for another reason, please explain: _____</p>	
<p><b>STATEMENT OF ENTITLEMENT:</b> Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record. By signing this application, I state that I am eligible to receive this birth record as indicated in the Eligibility Section of this application.</p>	
<p><b>APPLICANT'S SIGNATURE: (Sign Here)</b> _____</p> <p style="text-align: center;"><b>MUST BE SIGNED, PHOTO IDENTIFICATION PROVIDED AND SEARCH FEE PAID IN ORDER TO PROCESS REQUEST</b></p>	

BIRTH RECORD REQUEST FEES		
3-Yr Search (Non-Refundable) One Certified Copy	\$ 26.00	\$
Search (Non-Refundable) Senior Citizen – Age 65+ _____ Additional Certified Copies (Each)	\$ 7.00 \$ 12.00	\$ \$
EXPEDITED "RUSH" SERVICE (Additional) (See back for details)	\$ 10.00	\$
* Additional year search when exact date unknown. Each additional year \$12.00. Specify which additional years to search: _____	No. Yrs \$ 12.00 ea	 \$
<b>TOTAL ENCLOSED</b>		<b>\$</b>

**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.**

**PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION AND PHOTO IDENTIFICATION**

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. A search fee covers the cost of a basic 3-year search and includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the birth year, as well as the year before and the year after.

**REFUNDABLE FEES:** Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

\* **EXPEDITED (RUSH) SERVICE:** Applies to standard three-year searches. Not available for extra year searches.

**PROCESSING TIMES**

**REGULAR SEARCH** - If the birth year is 1906 to the present, your request will be processed in appx 6 weeks. If the birth year is prior to 1906, the processing time will be 2-3 months.

\* **EXPEDITED (RUSH) SEARCH** - If the birth year is 1906 to the present, and you pay \$10.00 for an "EXPEDITED (RUSH) SEARCH" (in addition to the regular search fee), your request will be processed in appx 4 weeks. If the birth year is prior to 1906, the processing time will be appx 6 weeks for an expedited rush search. This service is not available for extra year searches.

**PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE:**

**"STATE OF MICHIGAN"**

**APPLYING IN PERSON**

If you wish to apply in person to order a Michigan vital record, you may do so at the office located at 201 Townsend St, Capitol View Building, 3<sup>rd</sup> Floor, Lansing MI 48913 (across from the State Capitol). Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at: [www.michigan.gov/mdch](http://www.michigan.gov/mdch) or by calling 517-335-8666.

A check or money order is preferred, and orders in our lobby must be placed by 3:00 pm in order to request same-day service. An additional fee of \$10.00 is required for same-day service orders. Please allow a 2-3 hour waiting period for same-day service.

**FOR ADDITIONAL INFO:  
(517) 335-8666**

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

**PHOTO ID REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD**

**\* Please Send Photocopies - Not Original Documents \***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request and/or receive one (except for a birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.

Individuals under the age of 15 are unable to request a copy of their own birth record.

**At least one of the following photo ID's:**

- < Michigan driver's license unexpired or expired for not more than one year
- < State of Michigan identification card unexpired or expired for not more than one year
- < Driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
- < Unexpired U.S. or foreign passport
- < U.S. military identification, military dependent identification or veteran's identification

**Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:**

- < Employment identification with photo, accompanied with a pay stub or W-2 form
- < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- < Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- < Department of Corrections identification card, accompanied by probation or discharge papers
- < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

**If you are unable to provide any of the above-mentioned forms of identification, please contact the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.**

**IF REGULAR SEARCH MAIL TO:**

**Vital Records Requests  
PO Box 30721  
Lansing MI 48909**

**IF EXPEDITED (RUSH) SEARCH MAIL TO:**

**Vital Records RUSH  
PO Box 30721  
Lansing MI 48909**

