

APPLICANT (PERSON REQUESTING RECORD)		PLEASE PRINT CLEARLY AND LEGIBLY
Applicant's Name:		Driver's License or State Identification #:
Address: (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 you cannot provide all of the following information, we may not be able to locate the record.		(If Known)	
<b>NAME AT BIRTH</b> First Middle Last	<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DATE OF BIRTH (mm/dd/yyyy)</b>	
IF THE PERSON ON RECORD IS ADOPTED OR HAS HAD A LEGAL NAME CHANGE (OTHER THAN MARRIAGE) PLEASE INDICATE THAT NAME HERE	<input type="checkbox"/> Adoption <input type="checkbox"/> Legal Name Change	First Middle Last	
<b>PLACE OF BIRTH:</b> Hospital City County			
<b>MOTHER'S NAME BEFORE FIRST MARRIED:</b> First Middle Last	<b>FATHER'S NAME:</b> 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
<b>ELIGIBILITY:</b> Select the category that qualifies you to request and receive the requested Michigan birth record.	
<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 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 the person named on the record (Official letter required; provide your state license number and name the 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 _____ Date of Death (Year) _____ Decedent=s name at time of death _____
* 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: _____	
<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.	
<b>APPLICANT'S SIGNATURE: (Sign Here)</b> _____ MUST BE SIGNED, PHOTO IDENTIFICATION PROVIDED AND SEARCH FEE PAID IN ORDER TO PROCESS REQUEST	

BIRTH RECORD REQUEST FEES		
3-Yr Search (Non-Refundable) One Certified Copy	\$ 26.00	\$
_____ Additional Certified Copies (Each)	\$ 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>

SENIOR CITIZEN BIRTH RECORD REQUEST FEES AGE 65+ REQUESTING YOUR BIRTH RECORD		
Search (Non-Refundable) One Certified Copy	\$ 7.00	\$
_____ Additional Certified Copies (Each)	\$ 12.00	\$
EXPEDITED "RUSH" SERVICE (Additional) (See back for details)	\$ 10.00	\$
<b>TOTAL ENCLOSED:</b>		<b>\$</b>

**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**

**For mail-in orders, please allow at least seven days from the time you mail your application until it is received in the Vital Records Office. This will account for the mail time and time in our Accounting Division, prior to our receipt of the request. NOTE: The listed processing time begins when the Vital Records Office receives your application and it is keyed into the system.**

**REGULAR SEARCH** - If the birth year is 1906 to the present, your request will be processed within 4 weeks. If the birth year is prior to 1906, the processing time will be 1-3 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 within 2 weeks. If the birth year is prior to 1906, the processing time will be 3 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``**

**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**

**FOR ADD'L INFO:**

**(517) 335-8666**

**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.

**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.**