

The Michigan Vital Records office has records of births that **occurred in Michigan** and were filed with the state since 1867.

<b>APPLICANT (PERSON REQUESTING RECORD)</b>		<b>PLEASE PRINT CLEARLY AND LEGIBLY</b>	
Please provide your name, complete mailing address, and a <b>daytime phone number</b> to contact you if there is a problem. Your <b>signature is required</b> in order to process your order.			
Applicant's Name: _____			
Address: _____		City/State/Zip: _____	
<b>K</b> <b>APPLICANT'S SIGNATURE:</b> Must be signed in order to process		<b>K</b> <b>(Sign Here)</b> _____	
Daytime Phone: (        ) _____		Home Phone: (        ) _____	

<b>ARE YOU ELIGIBLE TO REQUEST THIS BIRTH RECORD?</b>		<b>PLEASE CHECK THE BOX THAT APPLIES TO YOU</b>	
<b>ELIGIBILITY:</b> Michigan law limits who can receive a certified copy of a Michigan birth record. You must select which category qualifies you to receive the requested record.			
<input type="checkbox"/> Person named on record * <input type="checkbox"/> Parent named on record * <input type="checkbox"/> Legal guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Court of competent jurisdiction <input type="checkbox"/> Birth record is at least 110 years old	<input type="checkbox"/> Heir of the deceased person named on birth record (Must provide information below) Specify Relationship _____ Date of Death (Year) _____ Name at time of death _____ Place of Death (City, County, State) _____		
* If the applicant's name is different than the name as it appears on the birth record you are requesting, please explain: _____			
<b>ADDITIONAL DOCUMENTS NEEDED:</b> Legal guardians must include a copy of court documented guardianship papers with the request (custody papers are not acceptable except from a custodial parent). Legal representatives must provide information on official letterhead documenting that he/she represents <b>either</b> the person named on the record, or an eligible parent or legal guardian.			

<b>PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION</b>
<p><b>SEARCH FEES ARE NON-REFUNDABLE:</b> Fees are established by state statute. A search fee covers the cost of the 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.</p> <p><b>REFUNDABLE FEES:</b> 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.</p> <p><b>AUTHENTICATED CERTIFICATES:</b> An authenticated birth certificate is <u>not</u> needed for foreign travel. Authenticated (exemplified or containing an Apostile) records are typically required by foreign governments for an adoption, work visas, or establishing residency. You must <b>specify which country</b> requires the document. The processing of an authenticated certificate takes approximately 2 to 3 weeks.</p>

<b>PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"</b>		
Search <b>(Non-Refundable)</b> Includes One Certified Copy	\$ 15.00	\$
Search <b>(Non-Refundable)</b> For Anyone <b>Age 65+</b> Requesting Own Record	\$ 7.00	\$
_____ Add'l Certified Copies (Each)	\$ 5.00	\$
<b>EXPEDITED SEARCH *</b> (Non-Refundable) (See back for details)	\$ 5.00 Additional	\$
Search <b>(Non-Refundable)</b> Includes One Authenticated Copy	\$ 18.00	\$
Specify Country: _____		
_____ Add'l Authenticated (Each)	\$ 8.00	\$
Additional Search When Exact Date is Unknown: \$15.00 fee includes a 3-year statewide search Each additional year is \$4.00 per year	No. Years _____	
Specify Which Additional Years to be Searched: _____	\$4.00 each	\$
<b>TOTAL ENCLOSED:</b>		

PENALTIES: Any person who willfully and knowingly makes false application for a birth certificate may be fined not more than \$1,000 and/or imprisoned not more than one (1) year. MCL 333.2894(1)(b) DCH-0569-BX Rev 11/2001 By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4)(8)

**REQUESTED BIRTH RECORD INFORMATION**

An applicant must provide the person's (named on the record) full name at birth, date of birth, the place of birth (at least the city or county), the full name of the **mother before first married**, and the full name of the father (if father is listed on the record). **If any of this information is unknown, please indicate that it is unknown.** If you cannot provide all of the information, we may not be able to locate the record.

**NAME AT BIRTH:** If the person named on the record has had a **legal change of name (other than a married name)**, provide the name at the time of birth, but also indicate the current legal name in the space provided for additional information. For a person who has been **adopted**, provide the person's adoptive name and their adoptive parent's names. When an adoption takes place and has been properly filed with the State Vital Records office, the original birth record should be sealed and the adoptive birth record becomes the active birth record.

**PRECISE BIRTH DATE NOT KNOWN:** If you don't know the exact birth date, please indicate the year you want searched. We will do a statewide search in the year indicated, and if not found, will search the year before and the year after.

State File Number (If Known)

<b>BIRTH INFO NEEDED TO LOCATE MICHIGAN RECORD</b>	NAME AT BIRTH	_____	_____	<b>GENDER</b>	<b>DATE OF BIRTH</b>
		First	Middle		
	(IF ADOPTED * PROVIDE ADOPTED NAME)	_____	_____	9 Female	Month Day Year
		Last			
<b>PLACE OF BIRTH:</b>	Hospital (If Recent Birth)	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.					
* Is the person named on the record adopted? 9 YES 9 NO				<b>ADOPTION INFORMATION:</b> If you are an adopted person trying to find your <b>original</b> birth record, you should contact the court in the county where your adoption was finalized.	
If yes, also indicate original name (First, Middle, Last) if known					
PLEASE INDICATE PURPOSE FOR REQUESTING RECORD:					Is this person applying for a passport?
					9 Yes 9 No

The Michigan Vital Records office has records of births that **occurred in Michigan** and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files. The **time of birth** was NOT recorded on Michigan birth records from 1950 thru 1967. A certified copy of a birth record will bear the State of Michigan raised seal. It is an accepted document for obtaining a passport, social security benefits, driver's license, etc.

**REGULAR SEARCH** - If the birth year is 1906 to the present, your request will be processed within 3-8 business days of receipt in the vital records office. If the birth year is prior to 1906, the processing time will be 3 weeks to 3 months.

\* **EXPEDITED SEARCH** - If the birth year is 1906 to the present, and you pay \$5.00 for an "EXPEDITED SEARCH" (**in addition to the regular search fee**), your request will be processed within 1 to 2 business days of receipt in the vital records office. If the birth year is prior to 1906, the processing time will be 1 to 2 weeks for an expedited search.

If you request an expedited search, please add "**RUSH**" to the mailing address. For regular or expedited searches, please allow additional time for mailing and our Department's receipting of your payment.

**PLEASE READ AND FOLLOW INSTRUCTIONS**

For additional information:  
Vital Records Requests  
**(517) 335-8666**  
Mon-Fri 8:00 am - 5:00 pm ET

**IF REGULAR SEARCH MAIL TO:**

Vital Records Requests  
PO Box 30721  
Lansing MI 48909

**IF EXPEDITED SEARCH MAIL TO:**

Vital Records RUSH  
PO Box 30721  
Lansing MI 48909