



## BIRTH CERTIFICATE REQUEST FORM

<b>APPLICANT (PERSON REQUESTING RECORD)</b>		<b>DATE OF REQUEST:</b>	
<b>PLEASE PRINT CLEARLY AND LEGIBLY</b>			
Applicant's Name:		Driver's License or State Identification #:	
Address:	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>			
<b>REQUESTED BIRTH RECORD INFORMATION</b>			
NAME AT BIRTH: First Middle Last			
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		DATE OF BIRTH:	
PLACE OF BIRTH: Cottage Hospital		City: Grosse Pointe Farms	County: Wayne
MOTHER'S NAME BEFORE FIRST MARRIED: First Middle Last			
FATHER'S NAME: First Middle Last			
<b>ARE YOU ELIGIBLE TO REQUEST AND RECEIVE THIS BIRTH RECORD? PLEASE CHECK THE BOX THAT APPLIES TO YOU</b>			
ELIGIBILITY: 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"/> 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)			
* 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): _____			
<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> _____ <b>MUST BE SIGNED AND PHOTO IDENTIFICATION PROVIDED IN ORDER TO PROCESS REQUEST</b>			
<b>BIRTH RECORD REQUEST FEES:</b>			
First Copy:	\$17.00	Number of copies	_____
Each Additional Copy:	\$5.00	Total Amount	\$ _____

## **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 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 or no expiration date (example: State of Arizona does not have an expiration date on the ID card.
- 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.**