



## VIP SERVICES

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### BIRTH CERTIFICATES FOR THE STATE OF MICHIGAN

AT THIS TIME, THE STATE OF MICHIGAN DOES NOT ALLOW A THIRD PARTY TO APPLY FOR A BIRTH CERTIFICATE. PLEASE SEE NEXT PAGE ON HOW YOU MAY APPLY DIRECTLY TO YOUR VITAL RECORDS OFFICE. YOU MAY ALSO APPLY FOR YOUR BIRTH CERTIFICATE ONLINE THROUGH [WWW.VITALCHEK.COM](http://WWW.VITALCHEK.COM).

REVISED: 12-17-08 (JEN)

**Specializing in Visas, Passports, Document Legalization and Translations**

## **Certified Copies**

Anyone is eligible to receive a certified copy of a Michigan death, marriage or divorce record if he or she makes the request in writing and prepays the required search fee (MCL 333.2882(1c)) and (MCL 333.2882(1d)). Anyone is also eligible to receive a birth record if that birth occurred at least 100 years ago (MCL 333.2882(1)(b)). A certified copy is printed on special safety paper and contains a raised, embossed seal. PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN BIRTH RECORD.

According to MCL 333.2882(1)(a)), only the following parties are eligible for a certified copy of a birth record that is not at least 100 years old:

- The person named on the record,
- A parent named on the record,
- A legal guardian of the person named on the record. With your application you must include a copy of the court-appointed legal guardianship papers. Custody papers are **NOT** acceptable to request a birth record.
- A legal licensed representative of the person named on the record. You must include with the application a letter having your official letterhead stating who you represent.
- An heir if the person on the record is deceased. A copy of a birth record can be released to an heir of a deceased person, but you must state your relationship to the person, provide the decedent's married name at the time of death, and date and place of death.
- A court of competent jurisdiction that supplies a court order (a Michigan court, a federal court or another jurisdiction whose laws are not in conflict with Michigan laws).

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### **Order a birth, death, marriage, or divorce record:**

- Online using a credit card
- By mail

### **Order A Record By Mail**

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**For mail-in orders, allow 7-10 business days from the time you mail your application until it is received in the Vital Records Office. This will account for mail time and time in our Accounting Division, prior to our receipt of the request.**

**Please note, the listed processing time begins when the Vital Records Office receives your application and it is keyed into the system.**

Please select from the following application forms for birth, death, marriage, divorce and Affidavit of Parentage records. Please review the entire list below to determine the appropriate form for your needs.



The applications are available in a PDF version and will print on 1-2 pages. The PDF file requires Adobe Acrobat Reader. You can get a free copy of this software by clicking on the Acrobat Reader button at the left.

\*\*\*\* IMPORTANT NOTICE \*\*\*\*

The Michigan Vital Records office is located at 201 Townsend Street, Capitol View Building, 3rd Floor, Lansing MI 48913. The building is located across the street (south side) from the State Capitol. Lobby service is available at this location from 8:00 am - 5:00 pm (open during the lunch hour), but you must have an order placed by 3:00 pm to request same-day service.

Please note the Vital Records office will be closed for the following recognized state holidays:

- February 18, 2008 - President's Day
- May 26, 2008 - Memorial Day
- July 4, 2008 - Fourth of July
- September 1, 2008 - Labor Day
- November 11, 2008 - Veteran's Day
- November 27-28, 2008 - Thanksgiving Holidays
- December 24-25, 2008 - Christmas Holidays
- December 31, 2008 - New Year's Eve
- January 1, 2009 - New Year's Day

## Birth Record Applications

### Certified Copies

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**- PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN BIRTH RECORD.** A certified copy is printed on special safety paper and contains a raised, embossed seal. Records are available as early as 1867, however, the initial registration year varies by the county where the birth occurred ([click here for table](#)). Birth records are restricted in Michigan and only a person or parent named on the record or a legal guardian of the person named on the record may request a copy of a birth record that is LESS than 100 years old. A legal licensed representative is eligible to request a copy if he/she represents the person named on the record. Anyone can request a birth record that is OVER 100 years old as they are no longer restricted documents.

### Senior Citizen

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**- PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN BIRTH RECORD.** A person who is 65 or older applying for a certified copy of his or her own birth record is charged a reduced fee. The reduced fee does NOT apply to a

senior citizen ordering a record for someone else.

#### **Authentication (Exemplified)**

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**-PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN BIRTH RECORD.** An authenticated (exemplified or containing an apostille) record is typically required by a foreign government for adoption, work visas, or establishing residency. An authenticated document is **NOT** needed for foreign travel. You must provide the name of the **FOREIGN** country where the document will be used. An apostille **CANNOT** be applied to a document that will be used in the United States.

#### **Verifications**

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-Key facts on any Michigan birth record can be verified. Anyone is eligible to request a verification of a Michigan birth record as long as the information to be verified can be supplied by the applicant. **A verification does not include a copy of the birth record.**

#### **Stillbirth**

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- **PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN CERTIFICATE OF STILLBIRTH.** The Michigan Vital Records office issues certificates of stillbirths that occurred in Michigan with information filed after June 1, 2003 with the state. Michigan law limits who can receive a certified copy of a Michigan Certificate of Stillbirth to the parent named on the certificate or a court of competent jurisdiction (court order required).

Affidavit of Parentage

#### **Affidavit of Parentage**

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- **PHOTO IDENTIFICATION IS REQUIRED TO REQUEST A MICHIGAN AFFIDAVIT OF PARENTAGE RECORD.** Effective March 31, 2003, Michigan law restricts who can receive a certified copy of an Affidavit of Parentage record. The Michigan Vital Records office has Affidavit of Parentage records that were properly filed and registered in the Central Paternity Registry since June 1, 1997. If the Affidavit of Parentage form you are requesting was filed prior to June 1, 1997, please contact the Probate Court in the county where the mother resided at the time of signing, or the Probate Court in the county where the child was born.

### Verifications

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*-Key facts on any Michigan Affidavit of Parentage record can be verified. Anyone is eligible to request a verification of a Michigan Affidavit of Parentage record as long as the information to be verified can be supplied by the applicant.*

***A verification does not include a copy of the Affidavit of Parentage record.***

## Death Record Applications

### Certified Copies

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*- Records are available since 1867. Any individual may request a copy.*

### Authentication (Exemplified)

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*- An authenticated (exemplified or containing an apostille) record is typically required by a foreign government for adoption, work visas, or establishing residency. You must provide the name of the FOREIGN country where the document will be used. An apostille CANNOT be applied to a document that will be used in the United States.*

### Verifications

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*-Key facts on any Michigan death record can be verified. Anyone is eligible to request a verification of a Michigan death record as long as the information to be verified can be supplied by the applicant. **A verification does not include a copy of the death record.***

## Marriage Record Applications

### Certified Copies

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*- Records are available since 1867. Any individual may request a copy.*

### Authentication (Exemplified)

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- An authenticated (exemplified or containing an apostille) record is typically required by a foreign government for adoption, work visas, or establishing residency. You must provide the name of the FOREIGN country where the document will be used. An apostille CANNOT be applied to a document that will be used in the United States.

This application should be used if you need to request a STATEMENT OF NO MARRIAGE from the State of Michigan so that you can be married in a foreign country. See "Additional Information" for instructions on requesting this type of search.

#### **Verifications**

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-Key facts on any Michigan marriage record can be verified. Anyone is eligible to request a verification of a Michigan marriage record as long as the information to be verified can be supplied by the applicant. **A verification does not include a copy of the marriage record.**

## Divorce Record Applications

#### **Certified Copies**

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- Records are available since 1897. Any individual may request a copy.

#### **Authentication (Exemplified)**

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- An authenticated (exemplified or containing an apostille) record is typically required by a foreign government for adoption, work visas, or establishing residency. You must provide the name of the FOREIGN country where the document will be used. An apostille CANNOT be applied to a document that will be used in the United States.

#### **Verifications**

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-Key facts on any Michigan divorce record can be verified. Anyone is eligible to request a verification of a Michigan divorce record as long as the information to be verified can be supplied by the applicant. **A verification does not include a copy of the divorce record.**

