



ADDITIONAL INFORMATION
Please indicate what type of change was made to this record or what type of application you are requesting
_____
_____
_____
_____
Approximate Date of Request (If Known)
_____

<b>TURN-AROUND TIME</b> - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.
<b>REGULAR SEARCH</b> - Processing time is 5-6 weeks for mail or counter requests.
<b>EXPEDITED SEARCH</b> - If you pay the expedited search fee (in addition to the regular search fee), a mail or counter request will be processed in 2 weeks.

METHOD OF PAYMENT - Payment must be made in U.S. funds by check or money order payable to the State of Michigan	
Each Photocopy of Request or Change (Non-Refundable)	\$ 12.00
* <b>EXPEDITED SEARCH</b> (Non-Refundable) (In addition to the regular search fee)	\$ 12.00
<b>TOTAL ENCLOSED</b>	\$

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A PHOTOCOPY OF AN APPLICATION SUBMITTED TO CHANGE OR REQUEST A MICHIGAN VITAL RECORD * Please Send Copies - Not Original Documents *
Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification <u>must</u> be presented along with the application and fees.
<b>Tier 1 Documentation</b> that establishes identity by itself. <ul style="list-style-type: none"> <li>✓ U.S. or Foreign Passport</li> <li>✓ U.S. Passport Card</li> <li>✓ U.S. or U.S. Territories Driver's License or Identification Card</li> <li>✓ U.S. Military Identification Card with <b>both</b> picture and signature</li> <li>✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.</li> </ul>
<b>Tier 2 Documentation</b> must include all documentation in one of the categories below: <ul style="list-style-type: none"> <li>✓ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.</li> <li>✓ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.</li> <li>✓ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.</li> <li>✓ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.</li> <li>✓ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.</li> </ul>
<b>Tier 3 Documentation</b> must include at least three alternative documents of different types from the list below, one must have been issued within the past year: <ul style="list-style-type: none"> <li>✓ Any of the documents in Tier 1 expired more than 5 years.</li> <li>✓ Social Security Card (must be signed)</li> <li>✓ Marriage or Divorce certificate</li> <li>✓ Your child's birth certificate</li> <li>✓ IRS form W-2</li> <li>✓ Paycheck stub</li> <li>✓ Bank statement</li> <li>✓ Voter registration</li> <li>✓ Motor vehicle registration</li> <li>✓ Health insurance card</li> <li>✓ Utility Bill</li> <li>✓ Doctor/hospital/dentist bill</li> <li>✓ Religious/community organization documents, baptismal certificate</li> <li>✓ Military DD-214 discharge paper or equivalent</li> <li>✓ School records</li> <li>✓ Letter/benefit statement from a government agency, like SSA or IRS</li> <li>✓ Land or rental agreement</li> <li>✓ Military ID with <b>either</b> a picture <b>or</b> signature.</li> <li>✓ Other documents that establish identity to a degree equivalent to those listed above.</li> </ul>
VitalChek – Applicants who do not have access to the records above, or who wish to order their birth certificate online, can order via <a href="http://vitalchek.com">http://vitalchek.com</a> . VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only online service provider approved for establishing identity without documentation.