

# APPLICATION FOR A NON-CERTIFIED COPY — MICHIGAN HEIRLOOM BIRTH RECORD

Michigan Department of Health and Human Services

**PART 1 - APPLICANT'S INFORMATION** **PHOTO IDENTIFICATION REQUIRED (See back for details)**

Applicant's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone w/area code - **Required:** \_\_\_\_\_ Other Phone w/area code: \_\_\_\_\_

**PART 2 - CERTIFICATION OF INFORMATION PROVIDED**

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.  
 Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 3 - SELECT THE HEIRLOOM CERTIFICATE FORMAT** (Separate application required for each request)

- Option 1     
  Option 2     
  Option 3     
  Option 4     
  Option 5



Quantity \_\_\_\_\_



Quantity \_\_\_\_\_



Quantity \_\_\_\_\_



Quantity \_\_\_\_\_



Quantity \_\_\_\_\_

- Option 6

I would like to purchase \_\_\_\_\_ (Quantity) gift certificate(s). Please indicate below the recipient's name(s). If more than two, please attach an additional page with the additional recipients' names. (Please skip to Part 6)

Recipient Name (First and Last): \_\_\_\_\_

Total Number of Copies: \_\_\_\_\_

**PART 4 - ELIGIBILITY-Select the category that qualifies YOU to request/receive this Michigan birth record per MCL 333.2882**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Child or Parent named on the record<br/>Note: Only adoptive parents are eligible (if applicable)</li> <li><input type="checkbox"/> Licensed attorney representing subject of the record (Letter on official Letterhead required: <u>Must</u> provide state bar number and the name of the person you represent along with client's identification)</li> <li><input type="checkbox"/> Heir of the deceased person named on the record                             <ul style="list-style-type: none"> <li>• Relationship to decedent: _____ Decedent's name at time of death: _____</li> <li>• State where death occurred: _____ (If not MI, you must provide a death certificate) • Date of death (Year): _____</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal guardian of the person named on the record<br/>Note: Copy of court documented guardianship papers required.</li> <li><input type="checkbox"/> Record at least 100 years old (no photo ID required)</li> </ul> |
|---|---|

**PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED**

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
<b>Please include first/middle/last names at birth below:</b> Full Name _____ Parent/Mother's Maiden Name: _____ Parent/Father's Name: _____		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Name <b>after</b> adoption: _____ Adopted Parent/Mother's Name: _____ Adopted Parent/Father's Name: _____

**If the applicant's current name is different than how their birth name appears on the record, provide info (required)**

Marriage: Place of Marriage (state) \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Court Ordered New Legal Name (court order must be provided) First \_\_\_\_\_ Mid \_\_\_\_\_ Last \_\_\_\_\_

<b>PART 6 - FEES</b>		For Accounting Use Only
Total copies or certificates from Part 2 _____		
Times \$40.00 per copy	X \$40.00	
<b>Total Fee = \$</b>		
Redeeming Gift Certificate Number _____	Enclosed	

**HEIRLOOM BIRTH RECORDS:** The State of Michigan issues non-certified heirloom birth certificates with your choice of five designs, signed by the current Governor. The five certificates are suitable for framing and are mailed encased in cardboard shields to ensure protection. The certificates can be preserved as a family heirloom, but they are not intended as proof of birth.

By purchasing an heirloom certificate, or a gift certificate, a contribution is made to the Michigan Children's Trust Fund, which was established in 1982. The Fund serves as a voice for Michigan's children and families, and promotes their health, safety and welfare by providing financial support for local programs and services that prevent child abuse and neglect. For more information on the Children's Trust Fund, please visit their website at [www.michigan.gov/ctf](http://www.michigan.gov/ctf)

### APPLYING IN PERSON

Heirloom birth records cannot be processed same-day. The application should be mailed to the address listed below. Or, if you wish, you may come in to our Lansing office and drop off an application, and it will be processed and mailed to you within 4-5 weeks.

Our office is located in the South Grand Building, 1st Floor, 333 South Grand Avenue, Lansing MI 48933 (corner of Grand & Kalamazoo). Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at: [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or by calling **517-335-8666**.

A money order, personal check, credit card or cash can be used at our front counter for requests. Make checks and money orders payable to "State of Michigan".

### PROCESSING TIME - HEIRLOOM BIRTH RECORDS

The processing time for an heirloom birth record request will be approximately 4-5 weeks, depending on the volume of requests received. Same day service is not available.

### PAYMENT INFORMATION

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. A basic one year search fee includes either one non-certified copy of the heirloom record or an official statement that the record is not filed with the state. A basic statewide search includes the files for the year specified as the birth year.

### MAIL APPLICATION TO

**MAIL TO:**  
Vital Records Requests  
PO Box 30721  
Lansing MI 48909

[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords)  
**517-335-8666**

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 NON-CERTIFIED MICHIGAN HEIRLOOM BIRTH RECORD

**\* Please Send Photocopies - 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 must be presented along with the application and fees.

**Tier 1 Documentation** that establishes identity by itself.

- U.S. or Foreign Passport
- U.S. Passport Card
- U.S. or U.S. Territories Driver's License or Identification Card
- U.S. Military Identification Card with **both** picture and signature
- 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.

—OR—

**Tier 2 Documentation** must include all documentation in one of the categories below:

- 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.
- Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- 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.
- Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

—OR—

**Tier 3 Documentation** must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

- Any of the documents in Tier 1 expired more than 5 years.
- Social Security Card (must be signed)
- Marriage or Divorce certificate
- Your child's birth certificate
- IRS form W-2
- Paycheck stub
- Bank statement
- Voter registration
- Motor vehicle registration
- Health insurance card
- Utility Bill
- Doctor/hospital/dentist bill
- Religious/community organization documents, baptismal certificate
- Military DD-214 discharge paper or equivalent
- School records
- Letter/benefit statement from a government agency, like SSA or IRS
- Land or rental agreement
- Military ID with **either** a picture **or** signature.
- Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who wish to order their birth certificate online, can order via the internet at <http://vitalchek.com>, or by phone, US (866) 443-9897. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only approved online service provider for the State of Michigan.