

# 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: \_\_\_\_\_ State Driver's License or Identification # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 (Cannot Send to General Delivery)

Daytime Phone w/area code - **Required:** \_\_\_\_\_ Other Phone w/area code: \_\_\_\_\_

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:** \_\_\_\_\_  
 Current valid Government-issued photo ID required (see back for Alternative Documents)

**PART 2: Select the Heirloom Certificate Format (Separate application required for each request)**

Option 1



Quantity \_\_\_\_\_

Option 2



Quantity \_\_\_\_\_

Option 3



Quantity \_\_\_\_\_

Option 4



Quantity \_\_\_\_\_

Option 5



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: \_\_\_\_\_

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

**PART 3: ELIGIBILITY-Select the category that qualifies YOU to request/receive this Michigan birth record per MCL 333.2882**

- |  |  |
|--|--|
| <p><input type="checkbox"/> Child or Parent named on the record<br/>                 Note: Only adoptive parents are eligible (if applicable)</p> <p><input type="checkbox"/> Legally licensed attorney of subject of the record</p> <p><input type="checkbox"/> Heir of the deceased person named on the record<br/>                 • Relationship to decedent: _____ Decedent's name at time of death: _____<br/>                 • State where death occurred: _____ (If not MI, you must provide a death certificate)</p> | <p><input type="checkbox"/> Legal guardian of the person named on the record<br/>                 Note: Copy of court documented guardianship papers required.</p> <p><input type="checkbox"/> Record at least 100 years old (no photo ID required)<br/>                 • Date of death (Year): _____</p> |
|--|--|

**PART 4: 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)
Please include first/middle/last names <u>at birth</u> below:		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name _____		Full Name <b>after</b> adoption: _____
Mother's Maiden Name: _____		Adopted Mother's Name: _____
Father's Name: _____		Adopted 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 \_\_\_\_\_

PART 5: FEES	
Total copies or certificates from Part 2 _____	
Times \$40.00 per copy X \$40.00	
<b>Total Fee =</b>	\$ _____
Redeeming Gift Certificate Number _____	Enclosed
For Accounting Use Only	

**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, you are also contributing 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 <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 at 333 S Grand Avenue, 1st Floor, 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.

#### 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 an heirloom birth record, a current valid, government issued identification is required in order to establish eligibility (except for an unrestricted 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 government issued identification to be presented along with the application. Individuals under the age of 15 cannot request a copy of their own birth record.

#### ***At least one of the following ID's is required:***

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment identification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15-20, current student photo ID with either a report card or transcript

***Alternative documents can be submitted to be reviewed by a supervisor if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following, and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.***

Expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.

***If you are still 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.***

#### 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.