



CITY OF MADISON HEIGHTS  
 300 W. 13 Mile Road  
 Madison Heights, MI 48071  
 Ph: (248) 583-0826

## APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD

**APPLICANT'S INFORMATION**

Applicant's Name (Print): \_\_\_\_\_ DL # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b), 445.65 and 445.69).

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Current valid Government-issued photo ID required (see back for Alternative Documents)

**ELIGIBILITY** – Select the category that qualifies **YOU** to request/receive this birth record per MCL 333.2882

- |  |  |
|--|--|
| <input type="checkbox"/> Person named on the record<br><br><input type="checkbox"/> Parent named on the record | <input type="checkbox"/> Legal guardian of the person named on the record<br><small>(Copy of court documented guardianship of the record required)</small><br><input type="checkbox"/> Licensed attorney representing subject of the record<br><small>(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)</small> |
|--|--|

**INFORMATION ON BIRTH RECORD BEING REQUESTED**

Full Name on Record: \_\_\_\_\_  

FIRST
MIDDLE
LAST

Date of Birth: \_\_\_\_\_  
MONTH/DATE/YEAR

Mother's Full Maiden Name: \_\_\_\_\_  

FIRST
MIDDLE
LAST

Father's Name: \_\_\_\_\_  

FIRST
MIDDLE
LAST

**FEES**

**First Copy \$15.00**  
**Each Additional \$5.00**

**NUMBER OF COPIES REQUESTED:** \_\_\_\_\_

**OFFICE USE ONLY**

Receipt # \_\_\_\_\_

Local File # \_\_\_\_\_

Clerk's Office Initials \_\_\_\_\_

## IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A BIRTH RECORD

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility. To prevent identity theft, the applicant's ID must be presented along with the application and fees (if mailing, include a photocopy of both sides of ID).

### **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.

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

- ✓ Any of the documents in Tier 1 that have 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.

### **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 document 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 or community organization documents, e.g. baptismal certificate
- ✓ Military DD-214 discharge paper or equivalent
- ✓ School records
- ✓ Letter or benefit statement from a government agency such as 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.