

PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION AND PHOTO IDENTIFICATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. A search fee covers the cost of a basic 3-year search and includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the birth year, as well as the year before and the year after.

REFUNDABLE FEES: Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

* **EXPEDITED (RUSH) SERVICE:** Applies to standard three-year searches. Not available for extra year searches.

PROCESSING TIMES

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

NOTE: The listed processing time begins when the Vital Records Office receives your application and it is keyed into the system.

REGULAR SEARCH - If the birth year is 1906 to the present, your request will be processed within 10-15 business days. If the birth year is prior to 1906, the processing time will be 3 weeks to 3 months.

* **EXPEDITED (RUSH) SEARCH** - If the birth year is 1906 to the present, and you pay \$10.00 for an "EXPEDITED (RUSH) SEARCH" (in addition to the regular search fee), your request will be processed within 2 to 5 business days. If the birth year is prior to 1906, the processing time will be 1 to 2 weeks for an expedited rush search. This service is not available for extra year searches.

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE:

"STATE OF MICHIGAN"

IF REGULAR SEARCH MAIL TO:

**Vital Records Requests
PO Box 30721
Lansing MI 48909**

IF EXPEDITED (RUSH) SEARCH MAIL TO:

**Vital Records RUSH
PO Box 30721
Lansing MI 48909**

FOR ADD'L INFO:

(517) 335-8666

APPLYING IN PERSON

If you wish to apply in person to order a Michigan vital record, you may do so at the office located at 201 Townsend St, Capitol View Building, 3rd Floor, Lansing MI 48913 (across from the State Capitol). Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at: www.michigan.gov/mdch or by calling **517-335-8666**.

A check or money order is preferred, and orders in our lobby must be placed by 3:00 pm in order to request same-day service. An additional fee of \$10.00 is required for same-day service orders. Please allow a 2-3 hour waiting period for same-day service.

PHOTO ID REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

*** Please Send Photocopies - Not Original Documents ***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request and/or receive one (except for a 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 photo identification to be presented along with the application.

Individuals under the age of 15 are unable to request a copy of their own birth record.

At least one of the following photo ID's:

- < Michigan driver's license unexpired or expired for not more than one year
- < State of Michigan identification card unexpired or expired for not more than one year
- < Unexpired driver's license or official identification card issued by another state in the U.S., jurisdiction or territory
- < Unexpired U.S. or foreign passport
- < U.S. military identification, military dependent identification or veteran's identification

Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:

- < Employment identification with photo, accompanied with a pay stub or W-2 form
- < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- < Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- < Department of Corrections identification card, accompanied by probation or discharge papers
- < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

If you are 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.

