

MAIL OR COUNTER APPLICATION FOR A  
**MICHIGAN DEATH RECORD**

www.michigan.gov/mdch

STATE FILE NUMBER (If Known)

<b>APPLICANT (PERSON REQUESTING RECORD)</b>	<b>PLEASE PRINT CLEARLY AND LEGIBLY</b>	<b>DATE:</b> /    /
Applicant's Name: _____		
Address: _____		City/State/Zip: _____
<b>K</b> <b>APPLICANT'S SIGNATURE:</b> <b>K</b> (Sign Here) _____ Must be signed in order to process		
Daytime Phone: (    ) _____	Home Phone: (    ) _____	

<b>REQUESTED DEATH INFORMATION</b>	<b>IF THE EXACT DATE OF DEATH IS UNKNOWN:</b> Please indicate the year you want searched. If the record is not found in that year's files, we will search the files for the year before and the year after. If you want additional years searched, please see the payment box for additional information.	<b>DATE OF DEATH</b>
		_____ Month      Day      Year

<b>NAME OF DECEASED:</b> (Name at time of death)		
First	Middle	Last
<b>GENDER</b>	<b>PLACE OF DEATH:</b>	
9 Male    9 Female	City	County                      State
<b>PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION (IF KNOWN) THAT WOULD HELP US LOCATE THE DEATH RECORD:</b>		
Decedent's Date of Birth: _____ Mo      Day      Year	OR Decedent's Age at Death: _____	Decedent's Place of Birth: _____ State                      Country
Decedent's Social Security Number _____		
Decedent's Mother's Name: _____ First                      Middle                      Last		
Decedent's Father's Name: _____ First                      Middle                      Last		

**REQUESTING A MICHIGAN DEATH RECORD**

The Michigan Vital Records office has records of deaths that occurred in Michigan and were **filed** with the state since **1867**. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Anyone is eligible to request a copy of a Michigan death record if the application is completed and signed and the required fee is paid.

**PURPOSE FOR REQUESTING RECORD**

\_\_\_\_\_

\_\_\_\_\_

**TURN-AROUND TIME** - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.

**\* EXPEDITED SEARCH** - All search information is required in order to request expedited service. If you pay the expedited search fee (in addition to the regular search fee), a counter request will be processed in 1-3 hours if death year is 1916 to the present. For a mail request, if death year is 1916 to the present, your request will be processed within 2-5 business days of receipt in the vital records office. For a counter or mail request, if death year is prior to 1916, the processing time will be 1 to 2 weeks.

**\* EXPEDITED SERVICE** - Applies to standard three-year searches. Not available for extra year searches.

**REGULAR SEARCH** - If the death year is 1916 to the present, your request will be processed within 10-15 business days of receipt in the vital records office. If the death year is prior to 1916, the processing time will be 3 weeks to 3 months.

<b>PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"</b>		
Fees are established by state statute. A search fee covers the cost of the basic search and includes either one copy of the record or an official statement that the record could not be located in the state files. Payment for additional copies will be refunded if the record cannot be located. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.		
Search <b>(Non-Refundable)</b> Includes One Certified Copy	\$ 26.00	\$
_____ Additional Copies (Each)	\$ 12.00	\$
<b>* EXPEDITED SEARCH</b> (Non-Refundable) (In addition to the regular search fee)	\$ 10.00 Additional	\$
<b>* Additional Search When Exact Date is Unknown:</b> \$26.00 fee includes a 3-year statewide search Each additional year is \$12.00 per year	No. Years _____	
Specify Which Additional Years to be Searched: _____	\$12.00 each	\$
<b>TOTAL ENCLOSED:</b>		\$

**WE CANNOT PROCESS YOUR ORDER WITHOUT PAYMENT. IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.**

<b>IF REGULAR SEARCH MAIL TO:</b> VITAL RECORDS REQUESTS PO Box 30721 Lansing MI 48909	<b>IF EXPEDITED SEARCH MAIL TO:</b> VITAL RECORDS RUSH PO Box 30721 Lansing MI 48909
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**QUESTIONS: (517) 335-8666**