Mail or Counter Request for an ADMINISTRATIVE USE ONLY Copy of a MICHIGAN BIRTH RECORD

www.mdch.state.mi.us

APPLICANT (ENTITY REQUESTING RECORD) PLEASE PRINT CLEARLY AND LEGIBLY DATE: / /
Name of Person Authorized to Receive Record:
Name of Eligible Entity:
Mailing Address:
City/State/Zip:
K **AUTHORIZED PERSON'S SIGNATURE:** **Must be signed in order to process** K **SIGN HERE:** _____
Daytime Phone: ( ) _____ **Home Phone:** ( ) _____

ADMINISTRATIVE USE ONLY **QUESTIONS: (517) 335-8666**

The Michigan Vital Records Office will provide an Administrative Use Only copy of a birth record to any agency that must have **independent access** to birth record information to perform a required function. Such copies can only be used for the specific purpose for which the record is requested and cannot be photocopied or released to the client or any other party. An Administrative Use Only copy cannot be certified, but is marked **"FOR ADMINISTRATIVE USE ONLY, NOT FOR PERSONAL USE."** A separate form is required for each record requested.

REQUESTED BIRTH INFO	**NAME AT BIRTH:** First Middle Last	**DATE OF BIRTH** Month Day Year
GENDER 9 Male 9 Female	**PLACE OF BIRTH:** Hospital (If recent birth) City County	
MOTHER'S NAME BEFORE FIRST MARRIED:	First Middle Last	
FATHER'S NAME:	First Middle Last	
Please provide any additional information that would help us locate the record, such as other names that the child or mother have used.		

REASON FOR REQUESTING AN ADMINISTRATIVE USE ONLY COPY OF A MICHIGAN BIRTH RECORD

_____

Agency Case or I.D. Number assigned to the **person named on the record**

PURPOSE FOR NEEDING RECORD:

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

REGULAR SEARCH - If the birth year is 1906 to the present, your request will be processed within 3-8 business days of receipt in the vital records office. If the birth year is prior to 1906, the processing time will be 3 weeks to 3 months.

*** EXPEDITED SEARCH** - 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 birth year is 1906 to the present. For a mail request, if birth year is 1906 to the present, your request will be processed within 1-2 business days of receipt in the vital records office. If the birth year is prior to 1906, the processing time will be 1 to 2 weeks.

We cannot process your request without payment. If mailing, please remember to include check or money order.

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"

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 **(Non-Refundable)** Includes One Administrative Use Only Copy	$ 15.00	$
_____ Additional Copies (Each)	$ 5.00	$
EXPEDITED SEARCH * (Non-Refundable) (In addition to regular search fee)	$ 5.00 Additional	$
Additional Search When Exact Date is Unknown: $15.00 fee includes a 3-year search Each additional year after is $4.00 per year	No. Years _____	
Specify Which Additional Years to be Searched: _____	$4.00 Ea	$
TOTAL ENCLOSED:		$

IF REGULAR SEARCH MAIL TO:
VITAL RECORDS REQUESTS
PO Box 30721
Lansing MI 48909

IF EXPEDITED SEARCH MAIL TO:
VITAL RECORDS RUSH
PO Box 30721
Lansing MI 48909