

APPLICATION FOR A CERTIFIED COPY— MICHIGAN CERTIFICATE OF STILLBIRTH

Michigan Department of Health and Human Services

The Michigan Vital Records Office issues certificates of stillbirths that **occurred in Michigan** with information **filed with the state after June 1, 2003**.

PART 1: APPLICANT'S INFORMATION

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: PURPOSE FOR REQUESTING THE RECORD

PART 3: ELIGIBILITY - Are you eligible to request this Certificate of Stillbirth?

Michigan law limits who can receive a certified copy of a Michigan Certificate of Stillbirth.

- Parent named on certificate Court of competent jurisdiction (court order attached)

PART 4: INFORMATION NEEDED TO LOCATE THE CERTIFICATE BEING REQUESTED

| | | |
|------------------------|-----------------------|--|
| Child's Full Name | (first, middle, last) | |
| Date of Delivery | (mm/dd/yyyy) | |
| Place of Delivery | (Hospital & County) | |
| Mother's Name | (first, middle, last) | |
| Mother's Date of Birth | (mm/dd/yyyy) | |
| Father's Name | (first, middle, last) | |

PART 5: FEES - Check Payable to State of Michigan

| | | |
|---|---------|-----------|
| Base Fee: Includes One Year Search | | |
| Age 64 and Under | \$34.00 | \$ |
| Additional Copies (Each) _____ x \$16.00 | | \$ |
| Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) | | \$ |
| Years you want searched: _____ | | |
| Expedited "RUSH" Service (additional) | \$12.00 | \$ |
| Payment to "State of Michigan" TOTAL | | \$ |

For Accounting Use Only

Note: Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records for three days.

APPLYING IN PERSON

LOCATION:

South Grand Building, 1st Floor
333 S Grand Avenue
Lansing MI 48933 (corner of Grand & Kalamazoo)

LOBBY HOURS: 8:00 am - 5:00 pm M-F except for recognized state holidays.

DIRECTIONS: Visit our website at:
www.michigan.gov/vitalrecords or call 517-335-8666.

SAME DAY SERVICE: Orders at our counter must be placed by 3:00 pm in order to receive same-day service. Additional "rush" fee of \$12.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. Genealogy requests may take longer.

PAYMENT: A money order, credit card or cash can be used at our front counter. A personal check can also be used if NOT same-day service.

PROCESSING TIMES FOR STILLBIRTH

The Certificate of Stillbirth will be available within ten (10) days after the required identifying report is received by the state from the hospital or attending physician.

MAIL APPLICATION TO

REGULAR MAIL TO:
Vital Records Requests
PO Box 30721
Lansing MI 48909

RUSH MAIL TO:
Vital Records RUSH
PO Box 30721
Lansing MI 48909

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.

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

Under Michigan law, birth records are restricted documents. To request a 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 and fees. 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
- Current state issued photo identification card unexpired, or expired less than one year
- 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 or older, current student photo ID with either a current report card or current 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, 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.