

**GRAND TRAVERSE COUNTY CLERK
REQUEST FOR CERTIFIED COPY OF BIRTH CERTIFICATE**

ELIGIBILITY

Michigan law limits who can receive a certified copy of a Michigan birth record. Check one of the following:

- | | |
|---|--|
| <input type="checkbox"/> Person named on record | <input type="checkbox"/> Heir of the deceased person named on the record, and |
| <input type="checkbox"/> Parent named on record | *Relationship to decedent: _____ |
| <input type="checkbox"/> Legal guardian of the person named on the record
(Copy of court guardianship or custody order required) | *Decedent's name at time of death: _____ |
| <input type="checkbox"/> Legally licensed attorney of subject of the record
(Letter on official letterhead required: <u>Must</u> provide State
Bar Number and the name of the person you represent) | *State where death occurred: _____ |
| <input type="checkbox"/> Court of competent jurisdiction (Court Order required) | *Date of Death (Year): _____ |
| | If not Grand Traverse Co. death, must provide death certificate |
| | <input type="checkbox"/> Birth record is at least 100 years old (no photo ID required) |

NAME ON
RECORD _____

First Middle Last

If the person on record is adopted or had a legal name change (other than by marriage) indicate **previous name** here:

First Middle Last

DATE OF
BIRTH _____

Month Day Year

MOTHER'S **MAIDEN**
NAME _____

First Middle Last (Maiden)

FATHER'S
NAME _____

First Middle Last

**MUST BE SIGNED, PHOTO IDENTIFICATION PROVIDED AND FEE PAID IN ORDER TO PROCESS
REQUEST (see back for details)**

REQUESTOR

Name

Street Address

City/State/Zip

Daytime Phone

Email

FEES

\$15.00 for the first copy, **\$5.00** for each additional copy of the same record

SENIOR CITIZEN (65+) requesting own birth record
\$7.00 for the first copy, **\$5.00** for each additional copy of the same record

_____ Number of copies requested.

_____ TOTAL FEE

***REQUESTOR'S SIGNATURE** _____

***STATEMENT OF ENTITLEMENT: Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g. Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record. By signing this application, I state that I am eligible to receive this birth record.**

MAIL REQUEST TO:
GRAND TRAVERSE COUNTY CLERK
400 BOARDMAN AVE., STE. 101
TRAVERSE CITY, MI 49684

EMAIL: gtcclerk@grandtraverse.org
TELEPHONE: 231-922-4760

**PHOTO ID REQUIREMENTS FOR APPLYING FOR A
GRAND TRAVERSE COUNTY, 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 year 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.

Individuals currently incarcerated must contact the Michigan Vital Records Office at 517-335-8666.

PRESENT AT LEAST ONE OF THE FOLLOWING PHOTO IDs:

- Current unexpired photo driver's license, or expired less than one year and issued within the last 5 years.
- Current unexpired photo identification card, or expired less than one year and issued within the last 5 years.
- 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.
- For persons age 15-20, current student photo ID with either a report card or transcript.

IF YOU DO NOT HAVE ANY OF THE ABOVE FORMS OF ID, YOU MUST SUBMIT AT LEAST THREE OF THE FOLLOWING ALTERNATIVE DOCUMENTS. THESE WILL BE REVIEWED BY OUR OFFICE AND ONE MUST BE DATED WITHIN THE LAST YEAR. DO NOT SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD OR JUNK MAIL.

EXAMPLES OF ALTERNATIVE ID INCLUDE (you will need 3):

Current Tribal ID, Resident Alien/Green Card, Naturalization Paper, 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, student ID, 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.**