



MAIN OFFICE  
 P.O. Box 179  
 341 South Jefferson  
 Mason, MI 48854  
 Phone: (517) 676-7201  
 Fax: (517) 676-7254

BRANCH OFFICE  
 Veterans Memorial Courthouse  
 Lansing, MI 48933  
 inghamclerk@ingham.org  
 www.ingham.org

**Barb Byrum**  
 INGHAM COUNTY CLERK

**Birth Certificate Request Form**

Please complete the form below and fax, mail or email it to my office. Please include all requested information and documentation listed below. Any missing information/documentation will likely delay the processing of your request. *Note: If your request is urgent, please indicate as such and it will be processed the day it is received and sent via USPS Express mail for an additional charge of \$25.*

Birth certificates are not public record and may only be released to the individual named on the record, an heir of the individual named on the record or a legal guardian. A legal guardian must show a copy of the court documents signed by the judge giving the requestor guardianship. MCL 333.2882.(1)(a)

**THE REQUESTOR MUST PROVIDE A PHOTOCOPY OF HIS/HER VALID, STATE ISSUED IDENTIFICATION TO REQUEST A BIRTH CERTIFICATE.**

Full Name on Record:

(First)

(Middle)

(Last)

Date of Birth:

City of Birth:

Name of Mother:

Maiden Name:

Father's Name:

Is the person named above adopted?

Yes No

Were the parents married at the time of this birth?

Yes No

**REQUESTOR'S INFORMATION**

Name:

Daytime Phone Number:

Mailing Address:

Signature (required):

**PAYMENT INFORMATION**

**Cost: \$20.00**

**Each Additional Copy x \$10**

**Expedite Mail \* \$25.00 (optional)**

**Total**

Type of Payment:

Check/Money Order Visa MasterCard Discover

Credit Card Number:

Expiration Date: \_\_\_/\_\_\_/\_\_\_ Security Code: \_\_\_

Cardholder Name (PRINT)

Cardholder Signature

**Photo identification FROM THE PERSON REQUESTING THE RECORD is required to request a birth certificate less than 100 years old. Failure to do so will result in a denial or delay in filling the request.**

**Please make checks payable to Ingham County Clerk. We do not accept out-of-state checks**

**\*PENALTIES:** Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or commit another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

**EMAIL REQUESTS TO: INGHAMCLERK@INGHAM.ORG**

