



**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**

**Marriage 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.*

**INFORMATION AS IT APPEARS ON MARRIAGE RECORD:**

Spouse 1- Name:

Prior to this Marriage (First) (Middle) (Last)

Spouse 2 - Name:

Prior to this Marriage (First) (Middle) (Last)

Date of Marriage:

Place of Application:

**REQUESTOR'S INFORMATION**

Name:

Daytime Phone Number:

Mailing Address:

Signature (required):

**PAYMENT INFORMATION**

**Cost: \$20.00**

**Each Additional Copy x \$10**

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

**Subtotal**

**Credit Card Service Fee (see right for amount)**

**Total**

**Non-Refundable Credit Card Fee Schedule**

<u>Transaction Range</u>	<u>Service Fee</u>
\$0.01 > \$50.00	\$1.50
\$50.01 > \$75.00	\$1.75
\$75.01 > \$100.00	\$3.00
\$100.01 > \$150.00	\$4.00
\$150.01 > \$200.00	\$6.00

(For each additional increment of \$50.00, or portion thereof, add \$1.50.)

Type of Payment: Check/Money Order Visa MasterCard Discover American Express

Credit Card Number: \_\_\_\_\_

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

Cardholder Name (PRINT) \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

**EMAIL REQUESTS TO: [INGHAMCLERK@INGHAM.ORG](mailto:INGHAMCLERK@INGHAM.ORG)**

**Please make checks payable to Ingham County Clerk.**

**\*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.