



**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**

**Death 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 \$30.*

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

Decedent's Name on Record:

(First)

(Middle)

(Last)

Date of Death:

County of Death:

**REQUESTOR'S INFORMATION**

Name:

Daytime Phone Number:

Mailing Address:

Signature (required):

**PAYMENT INFORMATION**

**Schedule**

**Cost: \$20.00**

**Fee**

**Each Additional Copy x \$10**

**Expedite Mail \*additional \$30.00 (optional)**

**Subtotal**

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

**Total**

**Non-Refundable Credit Card Fee**

Transaction Range

Service

\$0.01 > \$50.00

\$1.75

\$50.01 > \$75.00

\$2.00

\$75.01 > \$100.00

\$3.75

\$100.01 > \$150.00

\$5.75

\$150.01 > \$200.00

\$7.25

(For each additional increment of \$50.00, or portion thereof, add \$2.00.)

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**

**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.

Updated 6/28/17

