



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 \$30.*

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 \$30.00 (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	\$1.75
\$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

