Birth Certificate Request

Certificate Holder's Name_____
(Name at Birth) First Middle Last

Father's Name_____
First Middle Last

Mother's Name_____
First Middle Last

Birth date_____ County/City_____
(where birth occurred)

Hospital_____ Sex: Male_____ Female_____

Relationship: Self____ Mother____ Father____ Other_____

Reason_____
(Why do you need this birth certificate?)

Send to:
Name_____

Address_____

City_____ State_____ Zip Code_____

Phone_____

_____
Signature

_____
Date

Complete this information and see instructions on the reverse side.

How to get your child's Birth Certificate:

Ionia County Clerk ***$10.00/5.00**
Tonda Rich
100 W Main Street
Ionia, MI 48846
(616) 527-5322
FAX: (616)527-8201
www.ioniacounty.org

Kent County Clerk ***$10.00/3.00**
Mary Hollinrake
300 Monroe Avenue NW
Grand Rapids, MI 49503-2288
(616) 632-7640
FAX: (616) 632-7645
www.accesskent.com

Montcalm County Clerk ***$15.00/5.00**
Kristen Millard
211 W Main Street
PO Box 368
Stanton, MI 48888
(989) 831-7339
FAX: (989) 831-7474
www.montcalm.org/countyclerk.asp

Michigan Department of Community Health ***$26.00/12.00**
Vital Records Requests
P.O. Box 30721
Lansing, MI 48909
(517) 335-8666
FAX: (517) 321-5884
www.michigan.gov\mdch

*The first amount is for one copy and the second amount is for each additional copy.

Please note:

- Your name must appear on the birth certificate in order to request additional copies.
- If there is no father listed on the birth certificate, you will need to request the record from Michigan Department of Community Health.

BY MAIL: Send this completed form along with the correct dollar amount to the address of the county of your child's birth. You must also send a photocopy of picture identification with your signature.

IN PERSON: Go to the address of the county where your child was born. You will be asked for the information on the reverse side of this form, to show photo identification with your signature, and to pay a fee.