



## 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](http://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](http://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](http://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](http://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.