



## INSTRUCTIONS

Certified copies of birth certificates are available to eligible persons on request. To obtain a certified copy of a birth record, the requester must be (pursuant to MCL 333.2882):

1. the individual who is the subject of the record
2. the parent(s) named on the record
3. an heir (presenting certified death certificate)
4. legal guardian
5. legal representative of the individual named on the record. (Legal representatives must show proof of said representation.)

Birth records for newborn children may not be immediately available. Please allow at least 14 days from the date of birth for the hospitals to get records to our office.

Our office accepts cash, personal checks, or money orders for payment. Checks must include the check-writer's phone number and ID number. Checks or money orders must be made payable to: **MUSKEGON COUNTY CLERK**. **Please do not send cash in the mail.**

To expedite the handling of your request you may fax the completed form to our office at 231-724-6262 and make your payment on-line at [www.govpaynow.com](http://www.govpaynow.com) In making a payment on-line, please use pay location code **5117**. Confirmation of your payment will automatically be sent to our office.

Faxed requests for **birth records** must be accompanied by a photo copy of your **picture identification**. Please increase the size of the identification, prior to faxing, so that the signature is legible.