

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.

WE ARE NOW ABLE TO PROVIDE MUSKEGON COUNTY STATE ONLY BIRTH CERTIFICATES. THESE ARE RECORDS THAT ARE ONLY AVAILABLE THROUGH THE STATE VITAL RECORDS OFFICE IN LANSING. THE COST SET BY THE STATE IS \$34 FOR THE FIRST COPY AND \$16 FOR ADDITIONAL COPIES PURCHASED AT THE SAME TIME. THERE IS AN EXPEDITING FEE OF \$21.

STATE ONLY RECORDS: COST OF \$55 FOR ONE COPY OR \$71 FOR TWO COPIES OF THE SAME RECORD.

Send to Address or Fax on Front:

You may submit this application by mail or by fax – photocopy of ID is required for all requests, please enlarge the copy so that the signature is legible. If you fax your request, please make your payment on-line.

Turn Around Time:

Most often records are sent out within three days from the date the request is received. We have no control over mailing time. For express mail, call for the current postal rate before processing your payment.

Methods of Payment Accepted:

- Cash – **for in-person transactions only**, please.
- Check or Money Order – make payable to **MUSKEGON COUNTY CLERK** and include the requester's phone number and ID number.
- Credit Card – make your payment on-line by going to www.govpaynow.com and using Pay Location Code (PLC) 5117. When paying for multiple records please make ONE payment so you are only charged ONE service charge. Confirmation of your payment will automatically be sent to our office.