APPLICATION FOR A **CERTIFIED** COPY

BARRY COUNTY BIRTH RECORD

PART 1: APPLICANT'S INFORMATION

Applicant's Name: _____

State Driver's License or Identification # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: ( ) _____ Other Phone: ( ) _____

PART 2: CERTIFICATION OF INFORMATION PROVIDED

This application must be signed and the fee paid in order to process this request.

- **Applicant's Signature**: _____ **Date:** _____

PART 3: PURPOSE FOR REQUESTING THE RECORD _____

PART 4: ELIGIBILITY-Select the category that qualified YOU to request and receive the requested Barry County birth record per MCL 333.2882

- ☐ Person named on the record
- ☐ Parent named on the record
  Note: If adopted, only adoptive parents are eligible
- ☐ Legal guardian of the person named on the record
  (Copy of court documented guardianship papers required)
- ☐ Legally licensed attorney of subject of the record
  (Letter on official letterhead required: Must provide state bar number and the name of the person you represent)
- ☐ Heir of the deceased person named on the record, and
  - Relationship to decedent: _____
  - Decedent's name at time of death: _____
  - State where death occurred: _____
  - Date of death (Year): _____
- ☐ Court of competent jurisdiction (court order & fee required)
- ☐ Birth record is at least 100 years old (no photo ID required)

PART 5: IDENTIFYING INFORMATION

Date of Birth (mm,dd,year)	Sex ☐ Male ☐ Female	Place of Birth (hospital, city, county)

Please include first, middle and last names below:

Full Name at Birth: _____

Mother's Birth Name: _____

Father's Birth Name: _____

Is the person named on the record **adopted**? ☐ Yes ☐ No

Full Name **After** Adoption: _____

Adopted Mother's Birth Name: _____

Adopted Father's Birth Name: _____

If the applicant's current name is different than the way their birth name appears on the record, provide info below (required):

- ☐ Marriage: Place of Marriage (state) _____ Date of Marriage _____
- ☐ Court Ordered New Legal Name (court order must be provided): First _____ Middle _____ Last _____

PART 6: FEES

One Certified Copy	**$13.00**	$
Or Senior Citizen (Age 65+) ***Reduced Fee (Must Be Requesting Own Record)***	**$7.00**	$
Additional Certified Copies (Each)	**____ x $7.00**	$
PAYMENT TOTAL:		$

For accounting use only

www.barrycounty.org

269-945-1285

HAVE YOU???

- Listed your name/mailing address in Part 1
  Cannot send to General Delivery addresses
  Included a telephone number to reach you
  Enclosed proper ID
- Signed your name in Part 2
  Do not print, must be signature
- Indicated purpose for requesting the record in Part 3
- Indicated your eligibility in Part 4
  Provide all necessary documentation
- Completed all items in Part 5
  - "Unknown" if information unavailable
  - "N/A" if not applicable
  - Filled out for purpose for requesting record
- Completed Part 6 for fees
  Total all fees that apply
- Enclosed payment
  Checks payable to "Barry County Clerk"

APPLYING IN PERSON

If you wish to apply in person to order a Barry County vital record, you may do so at the office located at 220 W. State Street, Hastings MI 49058. Hours are 8:00 a.m. to 5:00 p.m. Orders in our office are processed while you wait. A check, money order, credit card or cash can be used at in our office.

Our offices use Government Payment Services, Inc. for credit card processing. The following fees to use this service are as follows:

Payment Amount	Service Fee
$00.01 - $20.00	$1.00
$20.01 - $40.00	$1.50
$40.01 - $50.00	$1.75
$50.01 - $100.00	$3.00
$100.00 and up	3.25%
Phone Service Fee: 5% (Minimum $5.00)	

PAYMENT INFORMATION

REFUNDABLE FEES: Payment for copies will be refunded if the search indicated that the record is not filed with the Barry County Clerk. A refund check would be mailed to you by the Barry County Clerk, usually within 3 to 4 weeks. The service fees for using a debit or credit card are non-refundable.

PROCESSING TIMES FOR MAIL REQUESTS

The processing time for a vital record request will be approximately 2 to 3 weeks depending on the volume of requests received.

MAIL APPLICATION TO:

Self-addressed stamped envelope required with mail requests

BARRY COUNTY CLERK
Vital Record Requests
220 W. State Street
Hastings MI 49058

IDENTIFICATION REQUIREMENTS

FOR APPLYING IN PERSON OR BY MAIL FOR A BARRY COUNTY BIRTH RECORD

Please send photocopies-not original documents

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required in order to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's government issued identification to be presented along with the application. Individuals *under the age of 15* cannot request a copy of their own birth record.

At least one of the following ID's is required:

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years.
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years.
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment verification with photo, accompanied by a current pay stub or W-2 form
- Department of corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15 to 20, current student photo ID with either a report card or transcript

Alternative documents can be submitted to be reviewed by staff if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least *three* of the following and one MUST be dated within the last year. Please not we cannot use a Social Security Card or junk mail.

Examples might be: expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.