

**PART 1: APPLICANT'S INFORMATION**

Person Applying for Record Copy

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**

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

**PART 5: IDENTIFYING INFORMATION**

Date of Birth (mm,dd,year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
<b>Please include first, middle and last names below:</b> Full Name at Birth: _____ Mother's Birth Name: _____ Father's Birth Name: _____		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No  Full Name <b>After</b> 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): <input type="checkbox"/> Marriage: Place of Marriage (state) _____ Date of Marriage _____ <input type="checkbox"/> Court Ordered New Legal Name (court order must be provided): First _____ Middle _____ Last _____		

**PART 6: FEES**

<b>One Certified Copy</b>	<b>\$20.00</b>	\$
<b>Or Senior Citizen (Age 65+) Reduced Fee (Must Be Requesting Own Record)</b>	<b>\$14.00</b>	\$
<b>Additional Certified Copies (Each)</b>	_____ x \$7.00	\$
<b>PAYMENT TOTAL:</b>		\$

For accounting use only

## 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:

<u>Payment Amount</u>	<u>Service Fee</u>
\$00.01 - \$50.00	\$1.50
\$50.01 - \$75.00	\$1.75
\$75.01 - \$100.00	\$3.00
\$100.01 - \$150.00	\$4.00
\$150.01 - \$200.00	\$6.00
Addl \$50.00 increments, add \$1.50	
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 note 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.