

REQUESTING A BARRY COUNTY DEATH RECORD: Anyone is eligible to request a copy of a Barry County death record if the application is completed and signed and the required fee is paid.

PART 1: APPLICANT'S INFORMATION

Person Applying for Record Copy
 Name: _____
 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: REQUESTED DEATH INFORMATION

If the exact date of death is unknown, please indicate the approximate month and year of the death.

Name of Deceased (Name at time of Death)		DATE OF BIRTH (IF KNOWN)	DATE OF DEATH (IF KNOWN)
First	Middle	Last	(mm/dd/yyyy)
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DECEDENT'S PLACE OF DEATH		Other variations of same name or locations:
CITY	COUNTY		
Please provide any of the following additional information (if known) that would help us locate the death record:			
DECEDENT'S PLACE OF BIRTH			
STATE		COUNTRY	
DECEDENT'S MOTHER'S NAME		DECEDENT'S FATHER'S NAME	
First	Middle	Last	First Middle Last

PART 5: FEES –includes one certified copy

One Certified Copy	\$20.00	\$
Additional Certified Copies (Each)	_____ x \$7.00	\$
PAYMENT TOTAL:		\$

For accounting use only

HAVE YOU???

- Listed your name/mailing address in Part 1
Did you remember to list a phone number?
- Signed your name in Part 2
Do not print, must be signature
- Indicated purpose for requesting the record in Part 3
- Completed all items in Part 4
“Unknown” if information unavailable
“N/A” if not applicable
- Completed Part 5 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 all mail requests

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