



Vital Records Certified Copy Request Form

City of Farmington Hills - City Clerk – 31555 W. 11 Mile, Farmington Hills, MI 48336 - 248-871-2410

Local Certified Birth/Death Records: \$15.00 – Initial copy
 \$ 5.00 – Additional Copies ordered at same time
State Certified Birth Records: \$34.00 – Initial copy
 \$16.00 – Additional Copies ordered at same time

REQUESTER'S INFORMATION

Name _____ Phone _____

Address _____

City, State, Zip _____

SIGNATURE: _____ Date _____

Must be signed to process request

BIRTH RECORDS

Number of copies requested: _____

- **Photo Identification** Must be presented with this request or copy mailed with this request.
- Birth Certificates may not be available for 2 to 3 weeks after child's birth.

Full Name of Person on Record: _____

Date of Birth _____

Mother's **Full Maiden** Name: _____

ELIGIBILITY – You must be eligible to request this birth record per MCL 333.2882

- Person named on record (Mother, father, or child)
- Legal Guardian (guardianship papers required*custody without guardianship does not apply)
- Legal representative (letter of representation required)
- Court of competent jurisdiction (court order required)

***PENALTIES:** Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or commit another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

DEATH RECORDS

Number of copies requested: _____

Name of Deceased: _____

Date of Death _____ Place of Death _____

For OFFICE USE ONLY: SAFETY PAPER# _____

DATE _____ CLERKS INITIALS _____ AFS# _____ FILE# _____ TOTAL _____