

# Vital Records Certified Copy Request Form

Meredith Place, Kalamazoo County Clerk | 201 W Kalamazoo Ave., Kalamazoo, MI 49007  
269-383-8840 | [vitals@kalcouny.com](mailto:vitals@kalcouny.com) | [www.kalcouny.com/clerk](http://www.kalcouny.com/clerk)

## REQUESTOR'S INFORMATION

PRINT LEGIBLY

Name: \_\_\_\_\_ Day Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

(Must be signed to process request)

**Birth/Death/Marriage Record Fees: \$15.00 first copy, \$5.00 each additional copy of same record.**

*Birth Record Fees (65 Years or Older): \$5.00 for senior requesting copy of their own record.*

## BIRTH RECORDS (for births that occurred in Kalamazoo County)

Number of copies requested:

**Copy of unexpired government-issued photo ID must be provided with this request.**

Birth certificates may not be available for 40-65 days after child's birth.  Check if 65 or older

Full Name on Record: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(MM/DD/YYYY) First Middle Last Name at Birth City Hospital

1. Was the person adopted?  YES  NO

2. Were the parents married at the time of the birth?  YES  NO

Parent Name 1 (before marriage): \_\_\_\_\_ Parent Name 2 (before marriage): \_\_\_\_\_

**Eligibility - You must be eligible to request this birth record per MCL 333.2882\*. Check the box that applies to you:**

- Person named on record  Court of competent jurisdiction (court order required)  
 Parent named on record  Legal Licensed Representative (letter of representation required)  
 Legal Guardian (guardianship papers required)  Birth record is at least 100 years old  
 Heir of deceased person named on record - Relationship/Date and Place of Death: \_\_\_\_\_

**\*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 (for deaths that occurred in Kalamazoo County)

Number of copies requested:

Decedent's Name on Record \_\_\_\_\_

Date of Death: \_\_\_\_\_ Place of Death: \_\_\_\_\_  
(MM/DD/YYYY) First Middle Last Name at Death County

## MARRIAGE RECORDS (for marriages that occurred in Kalamazoo County)

Number of copies requested:

Spouse 1 – Name on Record (Prior to this Marriage): \_\_\_\_\_  
First Middle Last Name at Birth or Maiden

Spouse 2 – Name on Record (Prior to this Marriage): \_\_\_\_\_  
First Middle Last Name at Birth or Maiden

Date of Marriage: \_\_\_\_\_ Place of Marriage: \_\_\_\_\_  
(MM/DD/YYYY) County

## PAYMENT / SHIPPING INFORMATION

Costs (from above) \$ \_\_\_\_\_

\$15 for first copy, \$5 each additional copy of same record

**If paying by credit card, please enter information below:**

SHIPPING: (order is mailed to requestor's address) Card Name: \_\_\_\_\_

USPS Express Mail: \$40.00 (U.S. only) Card Number: \_\_\_\_\_

Regular mail: FREE Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

\*With your signature, you are authorizing any applicable card service fee and agreeing to abide by your cardholder agreement

Check payable to **Kalamazoo County Clerk** or Money Order  
No cash please