



# Vital Records Certified Copy Request Form

Nancy A. Selle Arenac County Clerk- 989-846-4262

120 N. Grove St. P.O Box 747, Standish MI 48658

## REQUESTOR'S INFORMATION

PRINT LEGIBLY

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

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

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

(Must be signed to process request)

## DD214 RECORDS (for DD214 Filed in Arenac County)

Number of copies requested:

Name of Branch \_\_\_\_\_ Record Number \_\_\_\_\_ Years enlisted \_\_\_\_\_

## BIRTH RECORDS (for births that occurred in Arenac 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 5-10 days after child's birth.

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

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

Number of copies requested:

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

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

## MARRIAGE RECORDS

Number of copies requested:

Spouse 1 – Name on Record (Prior to this Marriage): \_\_\_\_\_  
First Middle Last Name at time of application

Spouse 2 – Name on Record (Prior to this Marriage): \_\_\_\_\_  
First Middle Last Name at time of application

Date of Marriage: \_\_\_\_\_ **\*Must have applied for Marriage License in Arenac County:**  
(MM/DD/YYYY)

## PAYMENT / SHIPPING INFORMATION

**\*\*Check payable to ARENAC COUNTY CLERK or Money Order\*\***

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

Arenac County Clerk- Vital Records

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

P.O. BOX 747

**SHIPPING: (order is mailed to requestor's address)**

Standish, MI 48658

☐ USPS Express Mail: \$40.00 (U.S. only)

☐ Regular mail: FREE

**TOTAL COST: \$** \_\_\_\_\_