



# Vital Records Certified Copy Request Form

Nancy A. Selle Arenac County Clerk- 989-846-4626

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)

### DBA RECORDS (DBA Filed in Arenac County)

\$10/ Copy requested:

Name of Business \_\_\_\_\_ File Number \_\_\_\_\_

Filed Date \_\_\_\_\_

### 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: \_\_\_\_\_

First Middle Last Name at Birth

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 \_\_\_\_\_

First Middle Last Name at Death

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) \$ \_\_\_\_\_

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

Arenac County Clerk- Vital Records

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

P.O. BOX 747

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

Standish, MI 48658

Regular mail: FREE

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