COUNTY OF BERRIEN
CLERK *of the* CIRCUIT COURT – VITAL RECORDS DIVISION
**STACY LOAR-PORTER**
*County Clerk*

*Administration Center*
701 Main St, St. Joseph, MI 49085

***Tel:*** 269-983-7111, ext. 8233
***Fax:*** 269-982-8667

RECORD NUMBER: _____

# OF COPIES: _____

SAFETY PAPER #'S: _____

_____

# APPLICATION FOR CERTIFIED COPY OF BIRTH

***Please read instructions on reverse side. PRINT CLEARLY.***

1. FULL NAME AT BIRTH: _____
   FIRST MIDDLE LAST NAME AT BIRTH

2. PLACE OF BIRTH: _____ DATE OF BIRTH: _____
   CITY COUNTY MONTH DAY YEAR

   ☐ Check if 65 or older

3. WAS THIS PERSON ADOPTED? ☐ YES ☐ NO ☐ NOT SURE

4. WHAT IS YOUR RELATIONSHIP TO THE PERSON FIRST NAMED ON THIS FORM?

   ☐ SELF ☐ PARENT ☐ GUARDIAN ☐ OTHER _____

5. BOTH PARENTS' FULL NAMES:

   _____
   FIRST MIDDLE LAST LAST NAME (AT BIRTH)

   _____
   FIRST MIDDLE LAST LAST NAME (AT BIRTH)

6. If your current name is different than how it appears on the birth record, provide info below: ***(Required)***

   ☐ Marriage: Place of Marriage (State) _____ Date of Marriage _____

   ☐ Court Ordered New Legal Name: _____
   *(Court order must be provided):*
   FIRST MIDDLE LAST NAME

*By signing this application, I state that I am eligible to receive this birth record. Falsifying an application for a vital record and/or assuming identity of another person is subject to criminal penalties. (MCL 333.2894(b) and 445.65.)*

_____ _____ _____
*APPLICANT'S SIGNATURE* *PHONE #* *DATE*

Cost per request for a **Certified Copy is $15.00**. Additional copies of the same record ordered at the same time is $5.00 each. If the applicant is a Senior Citizen, who is requesting their own record, (65+), the fee is $5.00. **We must see a photocopy of your current driver's license showing the expiration date before we can issue the birth record through the mail. Be sure to include this with your request, fee and a self-addressed, stamped envelope.**

Make check/money order payable to: **BERRIEN COUNTY CLERK**

**IF RECORD IS TO BE MAILED, PLEASE COMPLETE THE FOLLOWING:**

NAME: _____

_____
STREET CITY STATE ZIP

APPLICANT'S PHONE #: _____



Berrien County Printing

# INSTRUCTIONS

Certified copies of birth certificates are available to eligible persons on request. To obtain a certified copy of a birth record the applicant must be:

1. The individual who is the subject of the record.
2. The parent(s) named in the record.
3. Any heir (with certified death certificate).
4. Legal guardian (with certified court papers).
5. Any legal representative of an eligible person (Legal representatives must state whom they are representing and show proof of said representation).

Per state law, MCL 333.2891(3), The applicant must also show proper identification at the time of request to protect you and the community from identity theft, such as a current driver's license, passport, or state I.D. If those are not possible, you would need **3** documents from the options listed below:

**AT LEAST ONE OF THESE:**
*(Not older than 5 years)*

Blood Donor I.D. card
College I.D. card
Employment I.D. card
Expired/Temporary Drivers License
Expired Passport
Gun Permit (current or expired)
Military card
Prison I.D. card
Student I.D. card
Unexpired medical marijuana card
(Issued by Michigan with name, DOB and photo)
Yearbook (with your photo in it)

**OR**

State or federal prison I.D. card and Discharge/Parole papers if just released from prison (dated within 1 year)

**AND**

**AT LEAST TWO OF THESE:**

Bank statements or bank card
Baptismal, confirmation/communion certificates
Check stub from employer
Communication from other governmental agencies (Federal, State)
Doctor, Hospital or Dentist bill
Divorce decree
Hospital record of birth
Insurance papers (Health, home, auto)
IRS W-2 Income tax form
Lease/Rental Agreement
Marriage certificate and/or license
Medicare/Medicaid card
Professional license (Nurse, Pilot, Cosmetician, etc.)
Real property tax bill
Report of separation from active duty (DD form 214)
School transcript/GED Certificate/Diploma
Selective service Registration/Classification card
Social Security Card (must be original & signed)
Utility bill (Electric, Water, Cellphone, Cable TV)
Vehicle registration and/or title (Proof of insurance)
Voter Registration card
WIC or Bridge card
Your child's birth record (If record is for you)

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If you cannot produce a photo I.D. of any kind, then 3 of the following pieces of I.D. **MUST** be presented:

- Check stub from employer
- Doctor Bill
- IRS W-2 or other tax information
- School transcript or report card
- Birth Affidavit (Sworn to by someone who has knowledge of the date and place of your birth and has their signature notarized).
- Notarized letter from teacher or minister on their official letterhead paper advising how they know you and for how long.

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**UNACCEPTABLE SOURCES OF IDENTIFICATION:**

- Alien Registration Receipt Card
- D.E.S. Food Stamp Card
- Documentation written in a foreign language
- Mexican Matricula Consular ID Card
- Mexican Voter Registration Card - "Credencia Para Votar"
- Non-resident Border Crosser Card. All types
- Pay check cashing I.D. Card
- Permanent Resident Card
- Picture I.D. purchased online
- Unconfirmed picture I.D.
- U.S. Citizen Identification Card

● Birth records for newborn children are not immediately available. Please allow at least 30 days from date of birth to allow the hospitals time to get the records to our office.

Our office will accept cash, checks, money orders, credit and debit cards for payment. Checks or money orders must be made payable to: **Berrien County Clerk.** The Administration office hours are 8:30 am - 5:00 pm, Monday thru Friday. The South County Courthouse office hours are 9:00 am - 5:00 pm, and closes for lunch from 12:00 pm - 1:00 pm.