

APPLICATION FOR A **CERTIFIED** COPY OF A  
**VETERAN'S DISCHARGE ON FILE IN BARRY COUNTY, MI**  
PLEASE READ THE BACK OF THIS FORM FOR REQUIRED IDENTIFICATION

**PART 1: APPLICANT'S INFORMATION**

Applicant's  
Name: \_\_\_\_\_

State Driver's License or Identification # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (     ) \_\_\_\_\_ Other Phone: (     ) \_\_\_\_\_

**PART 2: CERTIFICATION OF INFORMATION PROVIDED**

This application must be signed and the fee paid in order to process this request.

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 3: PURPOSE FOR REQUESTING THE RECORD**

**PART 4: IDENTIFYING INFORMATION**

*DD-214 – No charge to Veterans - with proper identification of Veteran or requestor Please see below for rules of verification.*

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

Branch of service: \_\_\_\_\_ Date of discharge: \_\_\_\_\_

**PART 5: ELIGIBILITY-Select the category that qualifies YOU to request and receive the requested Veteran's Discharge on file in Barry County, Michigan.**

*A copy of all verification will be retained with this application*

- |  |  |
|--|--|
| <p><input type="checkbox"/> Person named on the record</p> <p><input type="checkbox"/> A person with Veteran's written permission.<br/>You must provide your photo identification along with<br/>identification from the Veteran and signed written permission</p> | <p><input type="checkbox"/> Heir of the deceased person named on the record, and</p> <ul style="list-style-type: none"><li>- Relationship to decedent: _____</li><li>- Decedent's name at time of death: _____</li><li>- State where death occurred: _____</li><li>- Date of death (Year): _____</li></ul> |
|--|--|

**PART 6: FEES**

**No charge to Veteran, heir or individual with Veteran's permission**

*Please see reverse side for additional information*

## HAVE YOU???

- Listed your name/mailling address in Part 1
- Signed your name in Part 2  
*Do not print, must be signature*
- Indicated purpose for requesting the record in Part 3
- Completed your identifying information in Part 4
- Indicated your eligibility in Part 5  
*Provide all necessary documentation*

## APPLYING IN PERSON

If you wish to apply in person to order a Barry County vital record, you may do so at the office located at 220 W. State Street, Hastings MI 49058. Hours are 8:00 a.m. to 5:00 p.m. Orders in our office are processed while you wait.

### IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON FOR A VETERAN'S DISCHARGE ON FILE IN BARRY COUNTY, MI

Under Michigan law, Veteran's Discharges are restricted documents. To request a Veteran's Discharge record, a current valid, government issued identification is required in order to establish eligibility. Pursuant to the records media act, 1992 PA 116, MCL 24.401 to 24.403, provide for the viewing or reproduction of a military service discharge record of a veteran by any of the following:

- (i) The veteran.
- (ii) A person with the veteran's permission.
- (iii) The surviving heirs of the veteran.

*A surviving heir of the veteran must provide a death certificate and supporting documentation showing relation to the veteran.*

At least one of the following ID's is required:

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years.
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years.
- Unexpired U.S. or foreign passport
- U.S. military photo identification or military dependent photo identification with current expiration date
- Employment verification with photo, accompanied by a current pay stub or W-2 form
- Department of corrections photo identification card, accompanied by probation or discharge papers dated within last year
- If a currently incarcerated prisoner, a Department of corrections photo identification card, accompanied by a verification of incarceration by the facility on letterhead
- For persons age 15 to 20, current student photo ID with either a report card or transcript

**Alternative documents can be submitted to be reviewed by staff if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following and one MUST be dated within the last year. Please note we cannot use a Social Security Card or junk mail.**

**Examples might be:** expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.