

**APPLICATION FOR A CERTIFIED COPY — BIRTH RECORD**  
**Barry County Clerk's Office**

**PART 1 – APPLICANT INFORMATION (PERSON FILLING OUT THIS FORM)**

Applicant's  
First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Mailing  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone w/ area code \*Required \_\_\_\_\_ Email \_\_\_\_\_

**PART 2 – RELATIONSHIP / INDICATE WHOSE BIRTH RECORD YOU ARE REQUESTING PER MCL 333.2882**

- Myself
- My Child (If adopted, only adoptive parents are eligible)
- I am the Legal Guardian, Custodial Party, or Power of Attorney (Copy of Court Order / Legal Documentation Required)
- My Client (Licensed attorney must provide letter of representation with client name and State Bar # on official letterhead, along with ID for both attorney and client. We do NOT accept delegations of authority or information releases.)
- Heir of the Deceased (If not a Michigan death, must provide COPY of death certificate)
  - Relationship to decedent \_\_\_\_\_ • State where death occurred \_\_\_\_\_
  - Decedent's name at time of death \_\_\_\_\_ • Year of death \_\_\_\_\_
- Birth Record is at least 100 years old (no ID required)       Court of Competent Jurisdiction (Court Order & Fee Required)

**PART 3 – BIRTH INFORMATION (TO LOCATE BIRTH RECORD ON FILE)**

First Name at Birth \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Date of Birth (mm/dd/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth (City/County, State) \_\_\_\_\_  
Birth Parent/Mother's Name \_\_\_\_\_ Birth Parent/Father's Name \_\_\_\_\_  
Is the person named on the record Adopted?  Yes  No Gender  Male  Female  X

If yes, Name AFTER Adoption First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Adoptive Parent/Mother's Name \_\_\_\_\_ Adoptive Parent/Father's Name \_\_\_\_\_  
Did the name of the Applicant or the Person (Child) on the birth record change due to Marriage?  Yes  No  
If yes, Place of Marriage (State) \_\_\_\_\_ Date of Marriage (mm/dd/year) \_\_\_\_/\_\_\_\_/\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Did the Applicant or the Person (Child) on the birth record have a Court Ordered Legal Name Change?  Yes  No  
If yes, Court Order Required First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**PART 4 – PURPOSE OF REQUEST**

**PART 5 – APPLICANT SIGNATURE (PERSON FILLING OUT THIS FORM)**

By signing, I understand I am agreeing to pay for certified copy of a Barry County Vital Record. Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties. Per MCL 333.2894(b) and 445.65.

Your Signature:  
(Must be original in ink, by hand) \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT IDENTIFICATION REQUIREMENTS (SEND PHOTOCOPIES; ORIGINALS WILL NOT BE RETURNED)**

**TIER 1**

One piece of documentation that establishes identity by itself.

- U.S. or Foreign Passport
- U.S. Passport Card
- U.S. or U.S. Territories Driver's License or Identification Card
- U.S. Military Identification Card with both picture and signature
- Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired, contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

**-OR- TIER 2**

Must include all documentation listed in one of the following categories.

- Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year
- Employment identification with photo, accompanied with a pay stub or W2 form issued within the past year
- Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- Department of Corrections photo identification card accompanied by probation or discharge papers issued within the past year
- If an inmate is currently incarcerated: a Department of Corrections photo identification card accompanied by a verification of incarceration on facility letterhead issued within the past year

**-OR- TIER 3**

Must include at least three (3) alternative documents from different sources from the list below; One must have been issued within the past year.

- Any of the documents in Tier 1 expired more than 5 years
- Social Security Card (must be signed)
- Doctor/hospital/dentist bill
- Health insurance card
- Utility bill
- Voter registration
- Paycheck stub
- Bank statement
- Marriage or Divorce certificate
- Your child's Birth certificate
- Motor vehicle registration
- IRS form W-2
- Baptismal certificate
- Military DD-214 discharge paper or equivalent
- School records
- Letter or benefit statement from a government agency
- Land or rental agreement
- Military ID with either a picture or signature.
- Other documents that establish identity to a degree equivalent to those listed in this tier

**PART 6 – PAYMENT**

**Application Fee includes one Certified Copy**

Fees:		
Age 64 and under	\$20.00	\$ _____
OR Senior Citizen (Age 65+) Requesting own birth record (Does not apply to heir or guardian requests)	\$14.00	\$ _____
# of Additional Certified Copies (Specify Quantity) _____	\$7.00 each	\$ _____

CHECK or MONEY ORDER made out to the "Barry County Clerk"  
(Request will not be processed if payment is not included in envelope)

Total Amount Enclosed \$ \_\_\_\_\_

**PROCESSING TIMES FOR MAILED REQUESTS**

Please allow approximately 2 to 3 business days of in-office processing time, depending on volume of requests received.  
Records are sent USPS First Class Mail

If you find that the above processing times do not meet your needs, please visit [www.officialrecordsonline.com](http://www.officialrecordsonline.com) for expedited services.

**MAIL APPLICATION (WITH PAYMENT AND REQUIRED DOCUMENTATION)**

Barry County Clerk  
Vital Records Requests  
220 W. State Street  
Hastings MI 49058  
TX: (269) 945-1285