

**REQUESTING A BARRY COUNTY MARRIAGE RECORD:** Anyone is eligible to request a copy of a Barry County marriage record if the application is completed and signed and the required fee is paid.

**PART 1: APPLICANT'S INFORMATION**

Person Applying for Record Copy

Name: \_\_\_\_\_

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: REQUESTED MARRIAGE INFORMATION**

If the exact date of marriage is unknown, please indicate the approximate month and year of the marriage.

Applicant #1's NAME  FIRST MIDDLE LAST	Applicant #2's NAME  FIRST MIDDLE LAST
Date of Marriage  Month Day Year	Maiden Name: Applicant #1 Applicant #2  LAST LAST
Applicant #1's Father's Name  FIRST MIDDLE LAST	Applicant #2's Father's Name  FIRST MIDDLE LAST
Applicant #1's Mother's Maiden Name  FIRST MIDDLE LAST	Applicant #2's Mother's Maiden Name  FIRST MIDDLE LAST
LOCATION OF MARRIAGE:  CITY COUNTY	LOCATION WHERE LICENSE WAS OBTAINED:  COUNTY

**PART 5: FEES –includes one certified copy**

One Certified Copy	\$20.00	\$
Additional Certified Copies (Each)	_____ x \$7.00	\$
<b>PAYMENT TOTAL:</b>		\$

<b>For accounting use only</b>
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## HAVE YOU???

- Listed your name/mailing address in Part 1  
*Did you remember to list a phone number?*
- Signed your name in Part 2  
*Do not print, must be signature*
- Indicated purpose for requesting the record in Part 3
- Completed all items in Part 4  
*“Unknown” if information unavailable*  
*“N/A” if not applicable*
- Completed Part 5 for fees  
*Total all fees that apply*
- Enclosed payment  
*Checks payable to “Barry County Clerk”*

## 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. A check, money order, credit card or cash can be used at in our office.

Our offices use Government Payment Services, Inc. for credit card processing. The following fees to use this service are as follows:

<u>Payment Amount</u>	<u>Service Fee</u>
\$00.01 - \$50.00	\$1.50
\$50.01 - \$75.00	\$1.75
\$75.01 - \$100.00	\$3.00
\$100.01 - \$150.00	\$4.00
\$150.01 - \$200.00	\$6.00
Addl \$50.00 increments, add \$1.50	
Phone Service Fee: 5% (Minimum \$5.00)	

## PAYMENT INFORMATION

**REFUNDABLE FEES:** Payment for copies will be refunded if the search indicated that the record is not filed with the Barry County Clerk. A refund check would be mailed to you by the Barry County Clerk, usually within 3 to 4 weeks. The service fees for using a debit or credit card are non-refundable.

## PROCESSING TIMES FOR MAIL REQUESTS

The processing time for a vital record request will be approximately 2 to 3 weeks depending on the volume of requests received.

## MAIL APPLICATION TO:

**Self-addressed stamped envelope required with all mail requests**

*BARRY COUNTY CLERK  
Vital Record Requests  
220 W. State Street  
Hastings MI 49058*