

# BARRY COUNTY

PAMELA A. PALMER  
County Clerk

## VITAL RECORD COPY REQUEST FORM



YOUR NAME: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

### **CERTIFIED COPY OF BIRTH CERTIFICATE - Copy of Photo ID is required**

1. Full name at Birth: \_\_\_\_\_

first

middle

last

2. Date of Birth: \_\_\_\_\_

month

day

year

3. Place of Birth: \_\_\_\_\_

hospital (if known)

city

county

4. Mother's Full Name: \_\_\_\_\_

first

middle

last (maiden)

5. Father's Full Name: \_\_\_\_\_

first

middle

last

6. Person requesting certificate (circle one)

Self

Mother

Father

Other

### **CERTIFIED COPY OF MARRIAGE LICENSE**

1. Names at time of application for license:

Applicant #1:

first

middle

last

Applicant #2:

first

middle

last

2. Date of Marriage: \_\_\_\_\_

month

day

year

3. County where license was obtained: \_\_\_\_\_

### **CERTIFIED COPY OF DEATH CERTIFICATE**

1. Name of Deceased: \_\_\_\_\_

first

middle

last

2. Date of Death: \_\_\_\_\_

month

day

year

3. Place of Death: \_\_\_\_\_

city/township

county

## COPY FEE'S

- \$20.00 for the first copy requested of one record.
- \$7.00 for additional copies of the same record requested at the same time.
- \$14.00 senior copy – Birth record only and must be applying for own record.

### APPLYING BY MAIL

- List your name/ mailing address in top box.  
*Cannot send to General Delivery addresses  
Included a telephone number to reach you*
- Signature in top box.  
*Do not print, must be signature*
- Enclose proper Photo ID or alternative documents.
- Completed all items in selected record section.
  - "Unknown" if information unavailable
  - "N/A" if not applicable
- Enclosed payment
  - Check or Money Order only for mail in requests.
  - 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 4:45 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	\$1.75
\$50.01 - \$75.00	\$2.00
\$75.01 - \$100.00	\$3.75
\$100.01 - \$150.00	\$5.75
\$150.01 - \$200.00	\$7.25
Addl \$50.00 increments, add \$2.00	
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:

**BARRY COUNTY CLERK**  
220 W. State Street  
Hastings, MI 49058

### IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A BARRY COUNTY BIRTH RECORD

**\*Please send photocopies-not original documents\***

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required in order to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's government issued identification to be presented along with the application. Individuals under the age of 15 cannot request a copy of their own birth record.

**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.