



# M. LOUISE STINE, Berrien County Clerk Clerk of the Circuit Court

## REQUEST FOR CERTIFIED COPY OF BIRTH

Locations:

Administration Center  
701 Main Street  
St. Joseph, MI 49085  
269-983-7111, Ext. 8233  
269-982-8667 Fax



Vital Records  
Marriage Licenses  
DBA's & Copartnerships  
CCW's  
Notary Commissions

Courthouse  
811 Port Street  
St. Joseph, MI 49085  
269-983-7111, Ext. 8368  
269-982-8642 Fax



Circuit Court Records  
Elections

South County Building  
1205 N. Front Street  
Niles, MI 49120  
269-983-7111, Ext. 6288  
or  
269-684-5274  
269-687-1261 Fax



Vital Records  
Marriage Licenses  
DBA's & Copartnerships  
CCW's  
Notary Commissions  
Circuit Court Records  
Dog Licenses

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

NAME: \_\_\_\_\_  
First Middle Last (Maiden)

PLACE OF BIRTH: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
City County Month Day Year

IS THE PERSON TO WHOM THIS RECORD PERTAINS ADOPTED:  YES  NO  MAYBE

MOTHER'S MAIDEN NAME: \_\_\_\_\_  
First Middle Last

FATHER'S NAME: \_\_\_\_\_  
First Middle Last

HOSPITAL NAME: \_\_\_\_\_

WHAT IS YOUR RELATIONSHIP TO THE PERSON IN LINE 1: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

Cost per request for a Certified Copy is \$13.00. Additional copies of the same record ordered at the same time is \$4.00 each. **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 self-addressed stamped envelope.**

**MAKE CHECK/MONEY ORDER PAYABLE TO: BERRIEN COUNTY CLERK AND MAIL TO THE ATTENTION OF THE BERRIEN COUNTY CLERK.**

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

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

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

APPLICANT'S PHONE NUMBER: \_\_\_\_\_

## 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 papers).
5. Any legal representative of an eligible person. (Legal representatives must state whom they are representing and show proof of said representation.)

The applicant must also show proper identification at the time of request, such as a driver's license, passport, or state I.D. If those are not possible, additional options are listed below:

### AT LEAST ONE OF THESE:

Expired/Temporary Drivers License  
Student I.D. card  
Military card  
Employment I.D. card  
Current or expired gun permit  
Yearbook with your photo in it  
Expired passport  
Prison I.D. card

### **OR**

Prison I.D. card and Discharge/  
Parole papers if just released  
from prison.

### AT LEAST TWO OF THESE:

School transcript  
Communication from other governmental agencies  
Check stub from employer  
W-2 Income tax form  
Tax information  
Hospital record of birth  
Selective service Registration/Classification card  
Report of separation from active duty (DD form 214)  
Professional license (Nurse, Pilot, Cosmetician, etc.)  
Baptismal, confirmation/communion certificates  
Medicare/Medicaid card  
WIC or Bridge card  
Marriage certificate and/or license  
Divorce decree  
Bank statements  
Insurance papers  
Real property tax bill  
Vehicle registration and/or title  
Utility bill and/or Doctor bill  
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:

- School transcript or report card
- Doctor Bill
- Check stub from employer
- W-2 or other tax information
- 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.

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, personal check or money order for payment. Checks or money orders must be made payable to: Berrien County Clerk. Our hours are 9:30 - 5:00 Monday thru Friday. The Niles office hours are 9:00 - 5:00 and closes for lunch from 12:00 - 1:00pm.