



**COUNTY OF BERRIEN
OFFICE OF THE COUNTY CLERK
M. LOUISE STINE, COUNTY CLERK, CLERK OF THE CIRCUIT COURT**

Berrien County Administration Center - 701 Main Street - St. Joseph, MI 49085-1316
Telephone: 269/983-7111, Ext. 8233 - Fax: 269/982-8667 - web site: www.berriencounty.org

REQUEST FOR CERTIFIED COPY OF BIRTH

Please read instructions on reverse side. PRINT CLEARLY.

1. NAME: _____
First Middle Last (Maiden)

PLACE OF BIRTH: _____ DATE OF BIRTH: _____
City County Month Day Year

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

3. MOTHER'S MAIDEN NAME: _____
First Middle Last

FATHER'S NAME: _____
First Middle Last

4. HOSPITAL NAME: _____

5. 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 id. If those are not possible, then we must see three (3) other documents with the applicant's name listed on them. If you are sending your request through the mail, please include a photocopy of your current driver's license showing the expiration date.

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 8:30 - 5:00 Monday thru Friday. The Niles office hours are 9:00-5:00 and closes for lunch from 12:00-1:00pm.