



SHARON J. TYLER, Berrien County Clerk
Clerk of the Circuit Court—Vital Records Division

County Clerk's Office, Administration Center
701 Main Street, St. Joseph, MI 49085
269-983-7111, Ext. 8233

REQUEST FOR CERTIFIED COPY OF BIRTH

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: _____

If the applicant's current name is different than how their birth name appears on the record, provide info (required)

Marriage: Place of Marriage (state) _____ Date of Marriage _____

Court Ordered New Legal Name (court order must be provided)

First _____ Middle _____ Last _____

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

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 to protect you and the community from identity theft, 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:

(Not older than 10 years)

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)

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, checks, money orders, credit and debit cards for payment. Checks or money orders must be made payable to: Berrien County Clerk. The Administration office hours are 8:30 am - 5:00 pm, Monday thru Friday. The South County Courthouse office hours are 9:00 am - 5:00 pm, and closes for lunch from 12:00 pm - 1:00 pm.