



City of Wyandotte

City Clerk's Office
 3200 Biddle Avenue
 Wyandotte, MI 48192
 (734) 324-4560

APPLICATION FOR A CERTIFICATE OF REGISTRATION OR A CERTIFIED COPY OF A BIRTH RECORD

1. NAME AT BIRTH:		
	First	Middle
2. DATE OF BIRTH:		
	Month	Day
	Year	
3. MOTHER'S MAIDEN NAME:		
	First	Middle
	Last	
4. FATHER'S NAME:		
	First	Middle
	Last	
Applicant's Address:		
	No. & Street	City
	State & Zip	
Applicant's Phone:		
	(Area Code)	Number
Is the individual named in Line 1 adopted?	Yes	No
Are you the person named in Line 1, 3, or 4?	Yes	No
If no to above, what is your relationship to the person in Line 1?		
# of copies requested:		
Applicant's Signature:		
Applicant's Printed Name:		
Date:		
A VALID DRIVER'S LICENSE IS REQUIRED. Birth Certificates can only be issued to the INDIVIDUAL, the PARENT(S) named on the birth record, any HEIR, LEGAL GUARDIAN, or LEGAL REPRESENTATIVE (applicable laws & exceptions may apply). PLEASE MAKE CHECKS PAYABLE TO THE CITY OF WYANDOTTE.		
FEES:	<u>STANDARD:</u> First copy is \$20. Each additional copy purchased at the same time is \$10 each. <u>SENIORS (65+) & MILITARY VETERANS:</u> Each certified copy of your OWN birth record is \$5. If you are requesting one for someone else, the standard fees above apply.	

ACCEPTABLE ID

Michigan Department of Health and Human Services Division for Vital Records and Health Statistics

PURPOSE

The state registrar is authorized by Michigan law (MCL 333.2891(3)) to require verification of identity before releasing a copy or allowing a change to a Michigan vital record.

IDENTIFICATION

Tier 1 Documentation that establishes identity.

1. U.S. or Foreign Passport
2. U.S. Passport Card
3. U.S. or U.S. Territories Driver's License or Identification Card
4. U.S. Military Identification Card with **both** picture and signature
5. Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

Tier 2 Documentation must include all documentation in one of the categories below:

1. Any of the documents in Tier 1 that have expired within the past 5 years and any one document from Tier 3 issued within the past year.
2. Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
3. Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
4. Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
5. If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

1. Any of the documents in Tier 1 document expired more than 5 years.
2. Social Security Card (must be signed)
3. Marriage or Divorce certificate
4. Your child's birth certificate
5. IRS form W-2
6. Paycheck stub
7. Bank statement
8. Voter registration
9. Motor vehicle registration
10. Health insurance card
11. Utility Bill
12. Doctor/hospital/dentist bill
13. Religious or community organization documents, e.g. baptismal certificate
14. Military DD-214 discharge paper or equivalent
15. School records
16. Letter or benefit statement from a government agency such as SSA or IRS
17. Land or rental agreement
18. Military ID with **either** a picture **or** signature.
19. Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who do not have access to the records above, or who wish to order their birth certificate online, can order via <http://vitalchek.com>. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only online service provider approved for establishing identity without documentation.