



Genesee County Clerk/Register – Domonique Clemons

Vital Records Certified Copy Request

Certified Copy Fees: \$25 for the 1st copy

**\$10 for each additional copy of the
SAME record ordered at the SAME time**

Applicant's Information	Phone Number
Full Name (First, Middle, Last)	
Street Address	City, State, Zip Code

Death Records	Number of Copies Requested
Full Name of Deceased	
Date of Death	
Place of Death	

Marriage Records	Number of Copies Requested
Full Name of Spouse #1 (Last Name at Birth/Maiden Name)	
Full Name of Spouse #2 (Last Name at Birth/Maiden Name)	
Date of Marriage	

Birth Records – <i>Valid Photo ID Must Accompany this Request</i>	Number of Copies Requested
Full Name on Record (First, Middle, Last)	Date of Birth (MM/DD/YYYY)
1. Was the person adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, full name AFTER adoption _____	City & State of Birth
2. Were the parents married at the time of the birth? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name of Parent #1	Full Name of Parent #2
Maiden/Last Name of Parent #1 at Birth	Maiden/Last Name of Parent #2 at Birth
Birth records are confidential and may only be released to the subject of the record, parent listed on the record, guardian, or another authorized party. Court-authorized guardians must furnish signed Letters of Guardianship dated within the last 30 days.	

Senior Citizens (65 years or older): \$5.00 fee for a copy of your own Birth Record.

☐ Check if 65 or older

PENALTIES: Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

ACCEPTABLE PHOTO IDENTIFICATION : At least ONE of the following ID's is REQUIRED to purchase a birth record.

- Valid driver license (or expired less than 1 year)
- Valid state photo ID (or expired less than 1 year)
- Unexpired US or foreign passport
- Unexpired US military photo identification
- Unexpired US military dependent photo identification
- Department of Corrections photo identification card
(accompanied by probation or discharge papers dated within 1 year)

For a person between 15 and 18:

Current student photo ID (accompanied by current report card or transcript)

For Legal Representative:

Photo identification for BOTH the lawyer and the individual they represent

ALTERNATE IDENTIFICATION: At least THREE of the following and ONE MUST be dated within the past year.

Applicants who do not have a valid state issued driver's license or photo identification card must provide a minimum of THREE items with their name on it. Only ONE of the three can be from items ordinarily stored in a wallet or purse.

The list below is provided as a guide of items commonly used. We reserve the right to request more than three items depending on what is presented by the applicant.

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|-------------------------------|-----------------------------------|------------------------------|
| • Expired driver license | • Employment ID card | • Car insurance/registration |
| • Expired state photo ID card | • Diploma/report card | • Utility bill |
| • Student ID card | • Social Security card | • Cell phone bill |
| • Prison ID card | • Prescription bottle | • Bank statement |
| • Pay stub or tax forms | • Letter from a government agency | • Doctor's office statement |

QUESTIONS:

Please contact our office at 810-257-3225