

Requirements to Request a Certified Copy of a Birth Certificate

1. Birth Certificates are confidential and may only be released to the parties listed on the certificate (i.e. parent or child).
2. Cheboygan County only has birth certificates of those who were born in Cheboygan County.
3. An Application for A Certified Copy of Birth Certificate must be completed.
4. Your I.D. must be presented. If you are completing this process via the mail you must include a copy of your I.D.
5. Payment will be accepted via check (made payable to County Clerk), cash, money order or via credit card.
6. If you wish to have someone else other than those listed on the certificate pick up the Certified Copy for you; they must have written permission with them, a copy of your I.D. and they must present their I.D.
7. One copy is \$10.00 and each additional certificate you purchase at the same time will be \$3.00.

Cheboygan County of Michigan

APPLICATION FOR A CERTIFIED COPY OF BIRTH CERTIFICATE

Name: _____
(First) (Middle) (Last)

Date of Birth: _____ Place of Birth: _____

Mother's Maiden Name: _____
(First) (Middle) (Last)

Father's Name: _____
(First) (Middle) (Last)

Number of Certified Copies Requested: _____

FEE Schedule: 1st Copy → \$10.00
 2nd Copy → \$3.00
 3rd Copy → \$3.00

PLEASE NOTE:

Copies of birth certificates may be released ONLY to the following:

- a. The person who is the subject of the record
- b. A parent (listed on the birth certificate) of the person who is the subject of the record
- c. An Heir.
- d. Legal representative or legal guardian pursuant to court order

By signing this document, I am stating that I am not using this certificate for fraudulent or deceptive purposes (MCL 333.2894 *Prohibited Conduct*).

Signed: _____

Date: _____