



CHANGES REQUESTED:	ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

**REQUIRED DOCUMENTATION**

Changes or corrections to birth records that can be made by this office are limited by law and are subject to very specific supporting documentation. In general, you must include with this application, at least two (2) pieces of dated documentary evidence. To change any part of the name requires two documents dated close to the time of birth. (Exception: Only one document dated five years ago is required to correct the spelling of the first or middle name of the person named on the record). If you are requesting that the name on the record be changed due to a legal name change, only the court order is needed for documentation. If you need more information or have questions, you may call our Changes Unit direct at 517-335-8660.

**SIGNATURE(S) REQUIRED TO PROCESS APPLICATION.** When two parents are named on the record, both parents' signatures and current, valid photo identification are required to correct, add or change a child's name, unless a court order of legal name change is supplied.

Signature of Person Requesting Change: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN BIRTH RECORD**

**\* Please Send Photocopies - Not Original Documents \***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request a change or correction to a registered birth record. To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.

- At least one of the following photo ID's:**
- < Michigan driver's license unexpired or expired for not more than one year
  - < State of Michigan identification card unexpired or expired for not more than one year
  - < Driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
  - < Unexpired U.S. or foreign passport
  - < U.S. military identification, military dependent identification or veteran's identification

- Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:**
- < Employment identification with photo, accompanied with a pay stub or W-2 form
  - < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
  - < Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
  - < Department of Corrections identification card, accompanied by probation or discharge papers
  - < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

**If you are unable to provide any of the above mentioned forms of identification, please contact the Michigan Vital Records Changes Unit at 517-335-8660 and speak with a changes specialist.**

**PAYMENT** - The fee for correcting or changing a Michigan birth record is \$50.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$16.00 each when ordered at the same time. **Payment must be by check or money order and made payable to the "State of Michigan."**

**PROCESSING TIME** - Normal processing time for all changes or corrections will be 5-6 weeks from the date all documentation, payments and photo ID are received in the State Vital Records Office. **A 2-3 week rush processing is available for an additional fee.**

Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$50.00	\$ 50.00
_____ Additional Certified Copies	\$16.00 Each	\$
Rush Fee	\$25.00	\$
<b>TOTAL ENCLOSED:</b>		\$

**PENALTIES:** Any person who willfully and knowingly makes false application to change a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).

**For Accounting Use Only**

**Note:** Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records for three (3) days