



Request for Certified Copies of Birth Record



Office of the City Clerk-Vital Records
33000 Civic Center Drive, Livonia, MI 48154 • 734-466-2229
Hours: Mon-Fri 8:30 am – 5:00pm

**If applying in person you must submit your request by 4:45pm for same-day service*

APPLICANT'S INFORMATION

Name: _____ Daytime Phone: _____

Address: _____

City, State, Zip: _____

Signature: _____ Date: _____

Must be signed to process request

FEES: CHECK ONLY FOR MAIL-IN REQUESTS. CASH, CHECK, OR CARD FOR IN-PERSON REQUESTS.

Local Certified Copies: \$15.00 first copy, \$5.00 each additional copy – same record, same order

State Certified Copies \$34.00 first copy, \$16.00 each additional copy – same record, same order

**Please note – certain state and/or federal agencies may require state certified birth records*

Mail Requests: \$1.00 for postage Make Checks Payable to the City of Livonia

BIRTH RECORDS

Number of LOCAL certified copies requested: _____

Number of STATE certified copies requested: _____

- Valid Driver's License or State ID must be presented with this request, or a copy mailed with this request.
- **NEW BIRTHS - Birth certificate may not be available for 14 days after child's birth.**
- **State certified birth certificates may not be available for 60 days after child's birth.**

INFORMATION AS IT APPEARS ON BIRTH RECORD:

Full Name at Birth: _____

Date of Birth: _____

Name of Hospital or address where birth occurred: _____

Mother's Full Maiden Name: _____

Father's Name: _____

Eligibility – You must be eligible to request this birth record per MCL 333.2882. Check the selection that applies to you:

___ Person named on record

___ Parent named on record

___ Legal Guardian (guardianship papers required)

___ Legal Licensed Representative
(letter of representation required)

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