



# 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

## 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.