

**IONIA COUNTY CLERK'S OFFICE
REQUEST FOR VITAL RECORD(S)**

TYPE OF RECORD AND NUMBER OF COPIES BEING REQUESTED

Birth Record _____ Death Record _____

Marriage Record ____ Other (please specify) _____

RELATIONSHIP to person to whom this record pertains

_____self _____ parent _____ spouse

_____ legal guardian _____ heir _____ other

SPECIFY the following information as it should appear on the record (you must at least complete 2 of the 3 below):

1) Full Name: _____

2) Date of event: _____
(date of birth, death or marriage)

3) Place of event: _____
(place of birth, death or marriage)

For **Birth and Death Record** Requests: Please specify the following information:

Father's full name: _____

Mother's full maiden name: _____

For **Marriage Record** Requests: Please specify the following information:

Name of Spouse: _____

Applicant Information

Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Email address: _____

I, the undersigned, hereby certify that the foregoing is true to the best of my knowledge and belief, and I will not be using this certificate for fraudulent or deceptive purposes.

Date: _____
(Signature of Person Obtaining Record - Signature Required)

Office Use Only: Applicant's DL# _____
Record # _____

No Record Found Record not available Record Found

Applicant's MO or Check # _____

Record mailed/given to applicant on: _____

Date: _____ Deputy Clerk: _____

Search fee paid? Yes No

•Michigan Law and Administrative Rules **PROHIBIT** the direct review of a birth, death or marriage record.

•Michigan Law and Administrative Rules **ALLOWS** for the inspection of birth, death and marriage indexes.

BIRTH RECORDS

Birth records 1897 or older – a certified copy of a birth record can be issued to any applicant, unless the record is sealed.

Birth records 1898 to present – upon identification, a certified copy of a birth record after 1897 can be issued to any of the following: 1) the individual who is the subject of the record; 2) A parent named on the record; 3) An heir; 4) legal guardian (proof of court order required); 5) court order

DEATH AND MARRIAGE RECORDS

A certified copy of a death or marriage record can be issued to any applicant upon the local registrar determining if the applicant has a legitimate reason and/or is eligible to receive the record. Request for Vital Records is required for all death and marriage record requests.

FEEES

•Effective June 1, 2007, there will be a \$2 per name search request. This fee is non-refundable.

•Certified copies of each record is \$10 for the first copy and \$5 for each additional copy.

REQUESTS BY MAIL

If your request is being done by mail, please submit a check/money order payable to Ionia County Clerk, this request form and a copy of your photo identification to: Ionia County Clerk, 100 W Main Street, Ionia, MI 48846