

INSTRUCTIONS

Certified copies of birth certificates are available to eligible persons on request. To obtain a certified copy of a birth record, the requester must be (pursuant to MCL 333.2882):

1. the individual who is the subject of the record
2. the parent(s) named in the record
3. an heir
4. legal guardian
5. legal representative of the individual named on the record. (Legal representatives must show proof of said representation.)

Birth records for newborn children are not immediately available. Please allow at least 30 days from date of birth to allow the hospitals to get records to our office.

Our office accepts cash, personal check or money order for payment. Check or money order must be made payable to: **KENT COUNTY CLERK.**

Birth Certificate should be mailed to:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____