

# Vital Records Certified Copy Request Form

Kent County Clerk • 300 Monroe Ave., N.W. Grand Rapids, MI 49503 • 616-632-7640  
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**Lisa Posthumus Lyons**  
County Clerk / Register of Deeds

## REQUESTOR'S INFORMATION

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed to process request)

**Birth/Death/Marriage Record Fees: \$10.00 first copy, \$3.00 each additional copy of same record.**

**BIRTH RECORDS** (For births that occurred in Kent County) **Number of copies requested:**

- **Photo Identification** must be presented with this request or a copy mailed with this request.
- Birth Certificate may not be available for 30-45 days after child's birth.

Full Name of Person on Record: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

Parent name 1 (before marriage): \_\_\_\_\_

Parent name 2 (before marriage): \_\_\_\_\_

**Eligibility** - You must be eligible to request this birth record per MCL 333.2882\*. Check the box that applies to you:

- |  |  |
|--|--|
| <input type="checkbox"/> Person named on record  | <input type="checkbox"/> Court of competent jurisdiction (court order required)            |
| <input type="checkbox"/> Parent named on record  | <input type="checkbox"/> Legal Licensed Representative (letter of representation required) |
| <input type="checkbox"/> Legal Guardian (guardianship papers required)   | <input type="checkbox"/> Birth record is at least 100 years old                            |
| <input type="checkbox"/> Heir of deceased person named on record - Relationship/Date and Place of Death: _____ |  |

**\*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.

**DEATH RECORDS** (For deaths that occurred in Kent County) **Number of copies requested:**

Name of Deceased: \_\_\_\_\_

Date of Death: \_\_\_\_\_

City of Death: \_\_\_\_\_

**MARRIAGE RECORDS** (For marriages licensed by Kent County) **Number of copies requested:**

Marriage between (as appears on record): \_\_\_\_\_  
First Middle Last Name at Birth or Maiden

And (as appears on record): \_\_\_\_\_  
First Middle Last Name at Birth or Maiden

Date of Marriage: \_\_\_\_\_