VITAL RECORDS CERTIFIED COPY REQUEST FORM

Kent County Clerk • 300 Monroe Ave., N.W. Grand Rapids, MI 49503 • 616-632-7640
www.accesskent.com

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:

☐ Person named on record
☐ Parent named on record
☐ Legal Guardian (guardianship papers required)
☐ Heir of deceased person named on record - Relationship/Date and Place of Death: ____________________________

☐ Court of competent jurisdiction (court order required)
☐ Legal Licensed Representative (letter of representation required)
☐ Birth record is at least 100 years old

*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: ____________________________