

How to Obtain Required Documentation

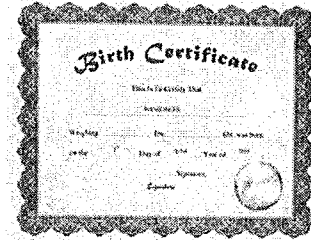
BIRTH CERTIFICATES

Births that take place within the CITY OF DETROIT are recorded by the City of Detroit Health Department.

Birth certificates are not public records and may **ONLY be requested by the individual** on the record, a parent who is named on the record, or a **legal guardian** and/or representative.

Certified copies of birth certificates may be obtained in person or by forwarding a written request to the Wayne County Clerk's Office at:

**The Office of the Wayne County Clerk
C/o Birth and Death Records Division
2 Woodward Ave., Room 201
Detroit, MI 48226**



All requests must be written in letter form and must:

- Include the signature and return address of the individual requesting the record.
- **Valid identification is required** [i.e. a driver's license or state I.D. card]. If no such identification is available, two pieces of other I.D. that require a signature may be used [i.e. a social security card, voter registration card, passport, school I.D., and/or work I.D.]. Identification must be presented at the time of a request. If you are sending a request by mail, A PHOTO-COPY OF YOUR I.D. MUST BE INCLUDED.

Home births may be recorded in our DOWNTOWN office within one year of the birth only if it occurred in a city within Wayne County that **DOES NOT** register their own births. Otherwise, if a home birth occurred in a city that DOES register its own births, it must be recorded in that office.

Fees for obtaining a Birth Certificate:

- The fees for obtaining a certified copy of a birth certificate are \$22, and \$7 for each additional copy.
- For senior citizens that are at least 65 years of age, the first certified copy is \$2, and \$3 for each additional copy of the same record.

For more information on how to obtain a birth certificate please visit

http://www.co.wayne.mi.us/clerk_srvcs_birthcert.htm

Information retrieved from www.waynecounty.com and flyer created by:

CLEARCorps/Detroit

11148 Harper Ave.

Detroit, MI 48213

(313) 924-4000

www.clearcorpsdetroit.org "Like us" on Facebook

BIRTH AND DEATH CERTIFICATES

Department of Health and Wellness Promotion

Herman Kiefer Health Complex
1151 Taylor Street-Room 104B
Detroit, MI 48202

Vital Records:

The purpose of Vital Records is to maintain complete and accurate records of all births, deaths, burials and disinterment's within the city of Detroit. The Health Department's Vital Records Division is responsible for managing birth and death records of individuals that were born or died in the city of Detroit **ONLY**.



Services Offered:

The Detroit Vital Records Division has records for all wedded births for the city of Detroit and all unwed births after October 1, 1978. All unwed births and adoptions before October 1, 1978 are only available from the State of Michigan Vital Records Office. The State of Michigan Vital Records Office can be reached by phone at (517) 335-8666, by mail at P.O. Box 30721, Lansing, MI 48909.

Hours:

8 a.m. to 4 p.m. Monday - Friday. Additional hours are added during the last week in August and the first week in September for school enrollment.

Location:

Herman Kiefer Health Complex
1151 Taylor Street-Room 104B
Detroit, MI 48202

Price:

Birth and Death Records: \$20.00 (1st Copy) | \$5.00 (2nd Copy)
Seniors (Birth): \$7.00 (1st Copy) | \$5.00 (2nd Copy)

ALL RECORDS ARE CERTIFIED WITH AN EMBOSSED SEAL

Telephone:

(313)-876-4929

Fax:

(313) 876.0090

What You Should Know in Advance

- Walk-in requests are processed and issued while you are present.
- For your convenience, you can process online requests through VitalCheck Network Inc., an independent company that the City of Detroit has partnered with to provide this service. VitalChek can be reached through its Web site at www.vitalchek.com or by phone at 877-891-6594. An additional fee is charged by VitalChek for this service, and all major credit cards are accepted including American Express®, Discover®, MasterCard® or Visa®.
- Mail in requests are processed and mailed within a 4 -6 weeks period, (please call to verify time for mail-in request). Only full-sized certificates (8 1/2" x 11") are available. Wallet-sized records are no longer available for purchase.

When downloading mail-in application (download forms below), please read the instruction section and follow the directions listed. Death and Birth Record Application can be downloaded from the website: <http://www.detroitmi.gov>. Forms for Correcting a Birth certificate, adding a father's name, out-of-state applications, and Lansing birth or death certificates are available on a walk-in basis or by calling the Michigan Department of Community Health at (517) 335-8666 or log on onto its Web site at www.michigan.gov/mdch to request forms or for information.



CITY OF DETROIT / VITAL RECORDS DIVISION
APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE

1151 Taylor Street, Detroit, Michigan 48202 • (313) 876-4135

Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

INSTRUCTIONS:

1. Please read carefully the information below before completing the application.
2. To obtain a certified copy of a birth record, the applicant must indicate his/her relationship to the person named on the birth certificate. Certified copies of birth records can only be issued to the individual, or the parent(s) named on the birth record. (MCLA 33.2882). This form is to be used to request certificates for births that occurred within the **CITY OF DETROIT ONLY by MAIL ONLY**.
3. Birth records for newborn children are not immediately available. Please allow 45 days from birth date of newborn before requesting a certified copy of the record. After 45 days, newborn birth records can be obtained by either mail-in application or walk-in request. All unwed births prior to October 1978 can be obtained only from Lansing.

For mail in request complete the application and send a copy of your current I.D., (driver's license or state I.D.) etc. or three documents, along with a Money Order or Certified Check payable to the City of Detroit. **PLEASE DO NOT SEND CASH OR PERSONAL CHECKS.** To insure prompt return, please follow the above instructions carefully.

WALLET SIZED RECORDS ARE NOT AVAILABLE FOR DETROIT BIRTHS.
PLEASE USE ONE FORM PER REQUEST (PRINT CLEARLY).

1. Name at Birth: _____
(First) (Middle) (Last)
2. Place of Birth **DETROIT** _____ Date of Birth _____
City Hospital (if known) Mo Day Year
3. Mother's Name: _____
(First) (Middle) (Maiden Name)
4. Father's Name: _____
(First) (Middle) (Last)
5. Records can be provided only to establish person. Are you the person named in Line 1, 3 or 4? Yes No
 If no, what is your relationship to the person in Line 1: _____
6. Applicant's Signature: _____

THIS BOX FOR INTERNAL USE ONLY

Certificate NO. _____
 Year _____
 # of Copies _____

PLEASE PRINT YOUR NAME AND MAILING ADDRESS BELOW:

Name _____
 Address _____
 City _____
 State _____ Zip _____
 Telephone _____

- Please send the following
- | | | |
|--|------------------|--------------------------|
| <input type="checkbox"/> Certified Photocopy of Original Birth Certificate | Rate Fee \$20.00 | Senior 65 years + \$5.00 |
| <input type="checkbox"/> Additional Copies | \$5.00 | \$5.00 |
| <input type="checkbox"/> Total Amount Enclosed | \$ _____ | |

MAKE MONEY ORDER OR CERTIFIED CHECK PAYABLE TO "CITY OF DETROIT"

Mail to: **Vital Records Division**
 1151 Taylor
 Detroit, Michigan 48202

HOW TO OBTAIN A SOCIAL SECURITY CARD

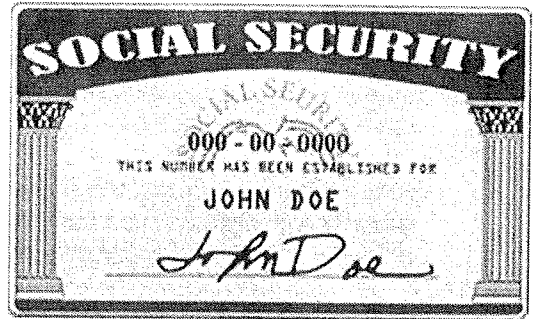
Why is a Social Security number needed to apply for a driver's license or state identification card?

Michigan law requires the Department of State to collect and verify Social Security numbers before issuing a driver's license or state identification card.

What do I have to bring to a Secretary of State office to prove I have a valid Social Security number?

The following documents will be accepted:

- Your Social Security card.
- W-2 or 1099 form.
- Pay stub containing your name and Social Security number.
- Valid U.S. military ID card with photo (DD-2 or CAC card). (Documents expired less than one year will also be accepted.)
- If you are ineligible for a Social Security number, you must have a letter of ineligibility from the Social Security Administration attesting to that fact. Letters that are more than 30 days old will **not** be accepted.



All Social Security information will be verified. If you fail to provide a valid Social Security number or provide proof demonstrating your ineligibility, your driver's license or state ID application cannot be processed.

How do I apply for a Social Security number?

If you have **never been** issued a Social Security card, you may apply for one at **no cost** at a local Social Security office. You will need to:

- Bring a completed Form SS-5 (Application for a Social Security Card) and,
- Provide at least two documents to confirm your age, identity and citizenship or legal presence.

Acceptable documents include but are not limited to an original birth certificate, a U.S. hospital record of your birth, valid U.S. driver's license, state-issued identification card or U.S. passport. Only originals or copies certified by the agency that issued the document will be accepted. Individuals who are not U.S. citizens must provide a current U.S. immigration document and foreign passport with biographical information or photograph.

You should receive your new Social Security card in about two weeks.

My Social Security card was lost or stolen. How do I get a replacement?

You should apply for a new card at your local Social Security office. **There is no cost**. You will need to bring a valid U.S. driver's license, state identification card or U.S. passport to verify your identity. You will also need to complete a Form SS-5 (Application for a Social Security Card). If you were born outside of the U.S., you will need to show proof of your U.S. citizenship or current lawful, work-authorized immigration status.

My name has changed since I got my Social Security card. Will it be accepted when I apply for my driver's license or state ID card?

You should first visit your local Social Security office to apply for a card in your new name before heading to a Secretary of State office. The Social Security Administration requires you to provide proof of your identity, U.S. citizenship or legal presence and name change. Additional proof may be requested.

If you do not inform the Social Security Administration of your name change, the Department of State cannot process your driver's license or state ID card application. The department verifies all names and Social Security numbers before issuing a license or ID card. If your name and date of birth do not match with what is on file at the Social Security Administration, your application will be denied.

After changing your name with the Social Security Administration, please wait **three business days** before visiting a Secretary of State office to apply for your license or ID card to ensure your records with the Social Security Administration have been updated.

Where can I get more information about applying for a Social Security card?

Contact the Social Security Administration at (800) 772-1213 or visit its Web site at www.ssa.gov

Social Security Administration Office Locations:

- 5715 Michigan Ave, Detroit, MI 48210 (800) 772-1213
- 9222 Grand River Ave, Detroit, MI 48204 (800) 772-1213
- 3400 Conner St. Detroit, MI 48215 (800)-772-1213

Please contact your local Social Security Administration Office for hours; hours may vary depending on location, and offices are closed on:

New Year's Day	Memorial Day	Columbus Day
Martin Luther King Jr. Day	Independence Day	Veteran's Day
Washington Birthday	Labor Day	Thanksgiving Day
		Christmas Day

Flyer created by CLEARCorps Detroit; www.clearcorpsdetroit.org; (313) 924-4000.
Information obtained from website; www.ssa.gov. For more details please visit the website, or contact the Social Security Administration.