



# Request for Certified Copies of Birth Record

Office of the City Clerk-Vital Records

33000 Civic Center Drive, Livonia, MI 48154 • 734-466-2229

Mon-Fri 8:30 am – 5:00pm

## PART 1 - APPLICANT INFORMATION (PERSON FILLING OUT THIS FORM)

**\* Valid Driver's License or State ID must be presented**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

You must be eligible to request this birth record. Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties. Per MCL 333.2894(b) and 445.65.

Please indicate your relationship below.

Myself    My Child    Legal Guardian or Legal Licensed Representative (please provide legal documentation)

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

## PART 2 – BIRTH INFORMATION (TO LOCATE BIRTH RECORD ON FILE)

**\* NEW BIRTHS - Birth certificate may not be available for 14 days after child's birth.**

Full Name at Birth: \_\_\_\_\_

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

Mother's Full Name (include Maiden Name): \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

## PART 3 – PAYMENT

**In-Person: Cash, Check, or Credit Card accepted**

\_\_\_\_\_ **LOCAL** certified copies (most requested for everyday needs)  
**\$15.00 first copy, \$5.00 each additional copy – same record, same order**

\_\_\_\_\_ **STATE** certified copies (typically used for military, dual citizenship, or adoption needs– certain state and/or federal agencies may require state certified birth records)  
**\$34.00 first copy, \$16.00 each additional copy – same record, same order**

**If requesting by mail, please send:**

1. This completed application
2. A copy of the applicant's Valid Driver's License or State ID
3. Any additional required legal documentation for Legal Guardian or Legal Licensed Representative
4. **ONLY** Check or money order accepted. Please add an additional **\$1.00** for postage.

Payable to: **City of Livonia**

5. Mail to:     City of Livonia  
                  Clerk's Office – Vital Records  
                  33000 Civic Center Drive  
                  Livonia, MI 48154