

PART 1: APPLICANT'S INFORMATION

Applicant's Name: _____

State Driver's License or Identification #: _____

Mailing Address: _____ City: _____

Daytime Phone: _____ State: _____ Zip: _____

Other Phone: _____

PART 2: CERTIFICATION OF INFORMATION PROVIDED

This application must be signed and the fee paid in order to process this request.

► Applicant's Signature _____ Date: _____

PART 3: PURPOSE FOR REQUESTING THE RECORD _____**PART 4: ELIGIBILITY-** Select the category that qualifies YOU to request and receive the requested Cass County birth record per MCL 333.2882 Person named on the record Parent named on the record

*Note: If adopted, only adoptive parents are eligible

 Legal Guardian of the person names on the record

*Copy of Court documented Guardianship papers required

 Legally licensed attorney of subject of the record*Letter on official letterhead required: Must provide State Bar Number and the name of the person you represent Heir of the deceased person named on the record, and

► Relationship to decedent _____

► Decedent's name at time of death _____

► State where death occurred _____

► Date of death(Year) _____

 Court of competent jurisdiction (court order & fee required) Birth record is at least 100 years old(no photo ID required)**PART 5: IDENTIFYING INFORMATION**

Date of Birth: (MM,DD,YEAR)

Sex: (circle one)

Place of Birth: (hospital, city, county)

Male

Female

Please include the first, middle and last names below:

Full Name at Birth: _____

Mother's Birth Name: _____

Father's Birth Name: _____

Is the person named on the record adopted?

Yes

No

Full Name **After** Adoption: _____

Adopted Mother's Birth Name: _____

Adopted Father's Birth Name: _____

If the applicant's current name is different than the way their birth name appears on the record, provide info below(required):

 Marriage-Place of Marriage(State): _____

Date of Marriage _____

 Court Ordered New Legal Name(court order must be provided): _____**PART 6: FEES SCHEDULE****One certified copy of Birth Record- \$15****Additional Certified Copies of the Same Record (each)- \$5**

(if purchased at the same time)

Monica Kennedy
Cass County Clerk/Register
120 N. Broadway Suite 123
Cassopolis, MI 49031
Phone (269) 445-4464
Fax (269) 445-4406
www.casscountymi.org

Have You?

- Listed your name/ mailing address in Part 1
 - Cannot send to General Delivery addresses
 - Included a telephone number to reach you
 - Enclosed proper ID
- Signed your name in Part 2
 - Do not print, must be signature
- Indicated purpose for requesting the record in Part 3
- Indicated your eligibility in Part 4
 - Provide all necessary documentation
- Completed all items in Part 5
 - "Unknown" if information is unavailable
 - "N/A" if not applicable
 - Filled out for purpose for requesting record
- Enclosed Payment
 - Checks made payable to "Cass County Clerk"

Applying in Person

If you wish to apply in person to order a Cass County vital record, you may do so at the office located at 120 N. Broadway. Office Hours are 8 am to 5 pm Monday through Friday. Orders in our office are processed while you wait. A check, money order, or cash can be used in our office.

Payment Information

Refundable Fees: Payment for copies will be refunded if the search indicated that the record is not filed with the Cass County Clerk. Your check will be mailed back to you within 1-2 weeks.

Processing Times for Mail Requests

The processing time for a vital record request will be approximately 1-2 weeks depending on the volume of requests received.

Mail Application to:

Self addressed stamped envelope required with mail requests.

Cass County Clerk
Vital Record Requests
120 N. Broadway Suite 123
Cassopolis, MI 49031

Identification Requirements for applying in person or by mail

Please send photocopies-Do not send original documents

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued Identification is required in order to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's government issued identification to be presented along with the application. Individuals under the age of 15 cannot request a copy of their own birth record.

At least one of the following ID's are required:

- Current driver's license with photo if unexpired, or expired less than one year and issued within the last five years
- Current state issued photo identification card unexpired, or expired less than one year and issued within the last five years
- Unexpired US or foreign passport
- US military photo identification or military dependant photo identification with current expiration date
- Employment verification with photo, accompanied by a current pay stub or W-2 form
- Department of Corrections photo identification card, accompanied by probation or discharge papers dated within the last year
- If a currently incarcerated prisoner, a Department of Corrections photo identification card, accompanied by a verification of Incarceration by the facility on letterhead
- For persons age 15-20, current student photo ID with either a report card or transcript

***Alternative documents can be submitted to be reviewed by staff if a current, valid government issued ID is not available. If you do not have one of the above, you will need to submit at least three of the following and one MUST be dated within the last year. Please note we cannot use Social Security Card or junk mail.

Examples might be:

Expired state or federal photo ID, marriage or divorce certificate, child's birth record, W-2, paycheck stub, bank statement, voter or car registration, health insurance/Medicaid card, state benefit card, utility bill, doctor/dentist/hospital bill, baptismal certificate, letter from a government agency such as Social Security or the IRS, numident letter or benefit statement from Social Security, school records, tax records, incarceration records or land/rental agreement.