

INSTRUCTIONS

Certified copies of birth certificates are available to eligible persons on request. To obtain a certified copy of a birth record, the applicant must be:

1. The individual who is the subject of the record (15 years or older.)
2. The parent(s) named on the record.
3. Any heir (with certified death certificate).
4. Legal guardian (with certified papers).
5. Any legal representative of an eligible person. (Legal representative must state whom they are representing and show proof of said representation.)

The applicant must also show proper identification at the time of the request. If you are sending your request through the mail, please include a photocopy of your current driver's license showing the expiration date. Acceptable sources of identification include:

ANY ONE OF THE FOLLOWING:

Driver's License (expired less than 1 year)
State I.D. Card (expired less than 1 year)
Unexpired U.S. Passport
Unexpired Foreign Passport
U.S. Military Identification

ONE OF THE FOLLOWING WITH SUPPORTING DOCUMENTS:

Employment photo ID with pay stub or W-2 form;
School/College I.D. with proof of enrollment;
Expired MI driver's license with vehicle registration or title; Department of Corrections I.D. card with probation documents or discharge papers

ANY TWO OF THE FOLLOWING:

Expired driver's license or I.D. card
Unexpired state learner's permit
Citizenship documentation
U.S. selective service card
Voter's registration card
Unexpired pilot's card
Bridge Card or MI-Health Card
Vehicle registration
Tax information
W-2 income tax form
Bank statements
Real property tax bill
Professional license
Marriage certificate
DD-214
Secondary Documentation: correspondence, bills, etc.

Unacceptable sources of identification include social security card, documentation written in a foreign language, picture I.D. purchased online, pay check cashing I.D. card, unconfirmed picture I.D., Mexican Matricula or personal affidavits.

If you are requesting a birth certificate and the parents were not married at the time of the birth, and the child was born **prior to 1978**, the record must be obtained at the [Michigan Department of Community Health](#). Their phone number is area code (517) 335-8666.

Our office will accept cash, personal checks, money order or credit card (Visa, Mastercard or Discover) for payment. Checks or money orders must be made payable to: Cass County Clerk/Register. Office hours are 8:00 a.m. through 5:00 p.m. Monday thru Friday.

You may send the request via fax, e-mail or mail:

Mailing Address: Cass County Clerk/Register
 P.O. Box 355
 Cassopolis MI 49031

Fax: (269) 445-4406

E-mail: clerk@cassco.org