

MONTCALM COUNTY CLERK

211 W MAIN STREET. P.O. BOX 368
STANTON, MICHIGAN 48888
TELEPHONE 989-831-7339
FAX 989-831-7474

KRISTEN MILLARD
CLERK

APPLICATION FOR A CERTIFIED COPY OF BIRTH RECORD

1. Full Name at Birth _____
2. Date of Birth _____
3. Place of Birth _____
4. Applicant's Printed Name _____
5. Applicant's Signature _____ Date _____
6. Number of Certificates Requested: 1 = \$30 2 = \$35 3 = \$40 4 = \$45 5 = \$50

If paying by Credit or Debit Card you must include proof of payment

7. GOVPAYNOW Reference #: _____

INSTRUCTIONS:

CERTIFIED COPIES CAN BE ISSUED ONLY TO THE INDIVIDUAL, THE PARENT(S) NAMED ON THE RECORD, ANY HEIR, LEGAL GUARDIAN OR ANY LEGAL REPRESENTATIVE OR AN ELIGIBLE PERSON.

APPLICANTS MUST SHOW PICTURE ID WITH SIGNATURE ON IT. Legal representatives must state whom they are representing and will be required to show copy of court order.

FEES:

The fee for a certified copy is \$30.00. When more than one copy is ordered, the first certified copy is \$30.00 and each additional copy of the same record is \$5.00.

Make checks payable to Montcalm County Clerk.

*** All mail requests must be accompanied with a self addressed stamped envelope.**
Please give a phone number where you can be reached.