TO: COUNTY CLERK/REGISTER
Monroe County Courthouse
106 East First Street • Monroe, MI 48161

FROM: _____

DATE: _____

Birth Certificates are confidential records and copies may be issued only to the individual to whom the record pertains, parent named in record, an heir, legal representative, or legal guardian of that individual. Anyone else must first obtain an order from Circuit Court or other court of competent jurisdiction. M.C.L.A. 326.16.

FEES:

One copy of the record - **$10.00**. Additional copies of the same record ordered at the same time - $5.00 each. Please send cash or money order payable to: MONROE COUNTY CLERK. NO CHECKS ACCEPTED. Submit copy of your **Drivers License** with request.

SEARCH:

We are required by law to collect the statutory fee before a search may be made for any record. **WHEN THE EXACT YEAR OF RECORD IS NOT KNOWN**, please indicate which years you wish to be searched. The fee is **$8.00** for a five year search.

Please send copies of: _____Birth (No. of Copies) _____Death (No. of Copies) _____Marriages (No. of Copies) _____Other: _____ (No. of Copies)

INFORMATION AS IT SHOULD APPEAR ON RECORD:

1. Full Name _____
2. Date of Event _____
3. Place of Event _____
   (Give NAME of Hospital, City or Township)

For Birth or Death Record Include:

4. Father's Full Name _____
5. Mother's Full MAIDEN Name _____

For Marriage Record Include:

6. Name of Spouse _____

Your relationship to person named in Number 1 above:

☐ Self ☐ Parent Named in Record ☐ Legal Guardian
☐ Heir ☐ Other _____

I, the undersigned, hereby certify that the foregoing is true to the best of my knowledge and belief and the record is being obtained for a lawful purpose.

_____
(Signature of Applicant)

MAIL TO: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: ( )_____ - _____

Record No._____ **Clerk** _____

Mail: ☐Yes ☐No

No Record Found _____

Not Available to Applicant _____

CASH _____ **MO** _____

CLERK _____

MAILING DATE _____