



Wayne County Clerk Birth Certificate Application



(LexisNexis VitalChek Network Inc. is in partnership with the Wayne County Clerk to enable enhanced electronic processing of mail-in vital record applications.)

Please follow the instructions below when submitting your application.

Before completing your request, please note the following information:

- For City of Detroit birth certificates, please use the CITY OF DETROIT Birth Certificate Application (http://vitalchek.com/Fax-Phone/MI_DETROIT_BIRTH_Applications.pdf)
- THE WAYNE COUNTY CLERK MAY, AT ANY TIME, REQUEST ADDITIONAL DOCUMENTATION TO HELP DETERMINE THE IDENTITY OR ELIGIBILITY OF THE APPLICANT.
- Births that took place prior to October of 1978 THAT DO NOT HAVE THE FATHER LISTED ON THE BIRTH CERTIFICATE, are maintained by the State of Michigan and are NOT AVAILABLE at the Wayne County Clerk’s Office.
- Only the persons named on the certificate (Mother, Father, or Child), a legal guardian or a legal representative are eligible to receive Wayne County birth certificates.

1. For each individual certificate being requested, the following information must be submitted:

SEND WITH COMPLETED APPLICATION

- A separate application form must be sent for each person’s requested certificate.
- Payment must be included for the total request, including a separate VitalChek Processing Fee for each individual application.
- If you are submitting multiple applications at the same time, all with the same delivery address, you will only need to include payment for one (1) Delivery Method, not one for each individual application.
- Appropriate current identification, as listed on the table below, is required for each application (expired IDs are not accepted).

Choose 1 Primary ID, <u>OR</u> at least 2 Secondary IDs <u>with signature</u> (if Primary ID is not available)		
PRIMARY ID (1)	Valid, unexpired State-issued driver’s license	Valid, unexpired State-issued ID Card (non-driver)
OR		
SECONDARY ID WITH SIGNATURE (2 or more)	Social Security Card	Current pay stub along with Work ID
	Voter registration card	School ID
	Valid passport	Current utility bill showing full name and address

- If you are not one of the persons named on the birth certificate, please visit the Wayne County Clerk website (http://www.waynecounty.com/clerk/birth_certificates.htm) for proper instructions to request the certificate.

2. Please mail your completed application, along with identification and additional documentation (if required) to:

Vital Record Mail Services
ATTN: Wayne County Clerk
P.O. Box 222130
El Paso, TX 79913

For expedited order placement and processing please visit www.VitalChek.com.

3. Please allow 5 - 7 business days for your application to be received prior to calling our customer service department with any questions about your application. We can be reached toll-free at 866-585-2258.

IDENTITY THEFT PROTECTION ACT 445.65(1) and 445.69(1) prohibit anyone from obtaining a vital record by misrepresenting a person’s identity or attempting to use another person’s identifying information. A person who violates this law is guilty of a felony punishable by imprisonment for up to 5 years or a fine of up to \$25,000 or both.



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FOR VITALCHEK USE ONLY

Order # _____

**NOTE: This form should be used ONLY by a person named on the Wayne County certificate, a legal guardian or legal representative.
DO NOT USE THIS FORM FOR CITY OF DETROIT REQUESTS – please use the separate City of Detroit Application.**

STEP 1: CERTIFICATE INFORMATION

Full Name of Child at Time of Birth (Certificate Holder)			
<small>first name</small>	<small>middle name</small>	<small>last name</small>	<small>suffix</small>
Father's Full Name			
<small>first name</small>	<small>middle name</small>	<small>last name</small>	<small>suffix</small>
Mother's Full Maiden Name			
<small>first name</small>	<small>middle name</small>	<small>maiden last name</small>	
Date of Birth (MM/DD/YYYY)	City of Birth (NO DETROIT BIRTHS)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Still Living <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Request			

STEP 2: YOUR INFORMATION AND SHIPPING ADDRESS

Your Full Name (Applicant)			
<small>first name</small>	<small>middle name</small>	<small>last name</small>	<small>suffix</small>
Your Street Address		City	State Zip Code
Your Relationship to Person Named on Certificate		E-mail Address (for communication & status updates)	Daytime Phone Number
Name and Address to Send Certificate (if different than noted above)			
<small>first name</small>	<small>middle name</small>	<small>last name</small>	<small>suffix</small>
Ship To Address		City	State Zip Code
Your Signature (Applicant)			Date of Application

STEP 3: COST

Certificate Costs	Delivery Method *	TOTAL A = \$ _____	TOTAL C = \$ _____*
<input type="checkbox"/> Certified copy (1 st copy) = \$24.00	<input type="checkbox"/> UPS Next Day Air = \$19.75		<input type="checkbox"/> UPS Alaska, Hawaii, Puerto Rico = \$22.00
<input type="checkbox"/> ___ Additional copies = \$7.00 ea	<input type="checkbox"/> UPS Second Day Air = \$16.00		<input type="checkbox"/> UPS Worldwide Expedited = \$34.50
<input type="checkbox"/> Senior Citizen copy (Age 65+) = \$2.00	<input type="checkbox"/> UPS Canada or Mexico = \$23.00		<input type="checkbox"/> U.S. Postal Service Regular Mail = \$ 0.00
<input type="checkbox"/> ___ Additional Senior copies = \$3.00 ea	<small>UPS will not deliver to a P.O. Box. Processing time may take 7-10 business days.</small>		
VitalChek Processing & Handling <small>(non-refundable)</small>	<small>* If submitting multiple applications at one time, all with the same delivery address, only include payment for one (1) Delivery Method, not one for each application.</small>		
TOTAL B = \$ 6.50	TOTAL AMOUNT DUE (A+B+C) = \$ _____		

STEP 4: PAYMENT INFORMATION

Select Payment Method: **DO NOT SEND CASH** *Submit separate payment for each Application*

Credit Card Credit Card # _____ Expiration Date _____ Cardholder Signature _____

*Charges will appear on your Credit Card statement as: VCN*WAYNECOMAILROOM*

Personal or Business Check *If paying by personal or business check, please make payable to VITALCHEK.*

STEP 5: MAIL YOUR SIGNED AND COMPLETED FORM

Please mail your completed form, along with ID and additional documentation (if required) to:

Vital Record Mail Services
ATTN: Wayne County Clerk
P.O. Box 222130
El Paso, TX 79913

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