CITY OF ROYAL OAK APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE

City Clerk's Office-BC Request, 211 South Williams Street, Royal Oak, Michigan 48067
(248) 246-3050
Office Hours: Monday-Thursday 8AM-4:30PM & Friday 8AM-12PM
(City Hall is located one block east of Main Street and one block south of 11 Mile)

- Certified copies of birth records can only be issued to the individual or the parent(s) named on the record (MCLA 33.2882). This form is for births that occurred within the **CITY OF ROYAL OAK** only.
- Unwed births prior to October 1978 can only be obtained from Lansing.
- Birth records for newborns are generally available 14 days after the date of birth. We cannot tell you if we have a birth record over the phone.

IF MAILING IN, PLEASE INCLUDE:
A completed application
A legible copy of the valid ID for the person signing the application (i.e. driver's license or state I.D.)
A Money Order or Cashier's Check payable to "CITY OF ROYAL OAK"
DO NOT SEND CASH OR PERSONAL CHECKS

PLEASE PRINT CLEARLY

FULL NAME AS IT APPEARS ON RECORD	DATE OF BIRTH	NUMBER OF COPIES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MOTHER'S FULL NAME (INCLUDING MAIDEN)	DATE OF BIRTH
_____	_____

FATHER'S FULL NAME (IF LISTED ON RECORD)	DATE OF BIRTH
_____	_____

Relationship to person(s) on record (select one) ◯ Mother ◯ Father ◯ Self

I, the undersigned, affirm that I am in compliance with Michigan statues in requesting the record. (MCL 333.2882)

Applicant's Signature: _____

PLEASE PRINT YOUR NAME AND MAILING ADDRESS BELOW:

Name _____

Address _____

City _____

State _____ Zip _____

Daytime Telephone _____

FEES:

FIRST COPY OF EACH RECORD	$15.00
EXTRA COPY OF EACH RECORD	$5.00
1ST RECORD	_____
2nd RECORD	_____
3RD RECORD	_____
4TH RECORD	_____
TOTAL AMOUNT:	_____

Email (optional-for contact purposes only) _____

PENALTIES: **Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or commit another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to $25,000. MCL 445.69**

Revised 7/12/2012