

**ORDER FORM FOR CERTIFIED BIRTH RECORD**

**City of Royal Oak-City Clerk's Office  
211 Williams  
Royal Oak, Michigan 48067**

**248-246-3050**

**Hours: Monday-Thursday 8 a.m. to 4:30 p.m. & Friday 8 a.m. to 12:00 p.m.**

You may order a birth certificate by completing this form and mailing it to the above address. The fee is \$15 for one copy; \$5 for each additional copy.

**Effective 1-1-11, only money orders payable to the City of Royal Oak are accepted for mail-in requests. (Personal checks are no longer accepted). A legible photocopy of your identification MUST be included. Acceptable forms of identification include a valid driver's license, valid state issued ID card or a valid passport.**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mother's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Maiden Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Number of Copies Requested \_\_\_\_\_

**ELIGIBILITY** - Are you eligible to request this birth record (MCL 333.2882)? Please check the box that applies to you:

- PERSON NAMED ON RECORD**
- PARENT NAMED ON RECORD**
- LEGAL GUARDIAN** (Must include copy of court determined guardianship papers)
- LEGAL REPRESENTATIVE** (Must provide information on official letterhead documenting that he or she represents an heir, a legal representative, or a legal guardian of the individual who is the subject of the record.)
- COURT** (Must state court's purpose for requesting the record)
- HEIR OF THE DECEASED PERSON ON THE BIRTH RECORD**  
Relationship/Date and Place of Death: \_\_\_\_\_
- BIRTH RECORD IS AT LEAST 100 YEARS OLD**

I, the undersigned, affirm that I am in compliance with Michigan statues in requesting the record.

(Signature) \_\_\_\_\_

**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**

FOR OFFICE USE ONLY
Clerk's Initials _____ Amount Paid: _____