



**PRESQUE ISLE COUNTY OFFICE of the COUNTY CLERK
VITAL RECORDS DIVISION**

Ann Marie Main, County Clerk

Your Name: _____ **Date of request:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Signature:** _____

Email Address: _____

Total # of Certified copies _____ **\$12 for first copy** _____ **\$3 for additional copies (of the same record)** _____ **Total**
(^{\$8} if record requested is YOUR birth record and you are over 65)

Total # of RECORD copies (death and marriage certificates only) _____ **\$1 each** _____ **Total**

ALL BIRTH CERTIFICATES REQUIRE A GOVERNMENT ISSUED PHOTO ID

According to Michigan law, a birth record is only available to persons such as one's self, parent, legal guardian or legal representative
Birth certificates take approximately two to three weeks to process after the day the infant is born

***** FOR CLERKS USE ONLY *****

REQUEST FILLED BY: _____ **Date:** _____

BIRTH CERTIFICATE CERTIFIED COPY

Name at birth: _____
First Middle Last

Date of birth: _____ Place of birth: _____, _____
Month/Day/Year City Hospital

Father's name: _____
First Middle Last

Mother's maiden name: _____
First Middle Last

Relationship: (circle one) Self Mother Father Guardian Other _____

MARRIAGE LICENSE CERTIFIED COPY

Name of spouse: _____
First Middle Last

Name of spouse: _____
First Middle Last

Date of marriage: _____ Place of marriage: _____
Month/Day/Year City

The purpose you are requesting this document? For Federal use (Passport, Social Security, and or Foreign Adoption)
Please specify: _____

DEATH CERTIFICATE CERTIFIED COPY

Name of deceased: _____
First Middle Last

Date of death: _____ Place of death: _____
Month/Day/Year City

The purpose you are requesting this document? For Federal use (Passport, Social Security, and or Foreign Adoption)
Please specify: _____

NOTE: Presque Isle County maintains only those records of individuals born and deceased IN the county and marriage licenses originally ISSUED in this county. If you are unsure if the document is on file, we suggest contacting our office in advance to determine we have the record you are requesting on file.

<p>PAYMENT – NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION & PHOTO IDENTIFICATION.</p> <p>PAYMENT MUST BE MADE IN US FUNDS BY CASH OR BY CHECK/MONEY ORDER MADE PAYABLE TO “PRESQUE ISLE COUNTY CLERK”</p>	<p>APPLYING IN PERSON</p> <p>If you were born in Presque Isle County and you wish to apply in person to order a birth record you may do so at the office of the Presque Isle County Clerk located at 151 East Huron Ave., Rogers City, MI. Office Hours are from 8:00 am – 4:30 pm.</p>
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<p><u>How to Obtain a Certified Birth Certificate by mail:</u> <u>MUST include a CLEAR photo copy of a valid driver's license or other government issued photo ID</u> <u>(see notice below)</u></p> <p>Print and complete the correct portion of the application <u>Use only one form per record request</u> Fee is \$12 (\$8 for those 65 and over); additional copies of the same record are \$3. Cash/Check or money order only Checks made payable to “PRESQUE ISLE COUNTY CLERK” Send the completed application and fee to:</p> <p>Presque Isle County Clerk Vital Records 151 East Huron Avenue PO Box 110 Rogers City, MI 49779</p> <p>** FOR FASTER PROCESSING, INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE **</p>	<p><u>How to Obtain a Marriage or Death Record by mail:</u></p> <p>Print and complete the correct portion of the application <u>Use only one form per record request</u> Fee is \$12 (\$8 for those 65 and over); additional copies of the same record are \$3. Cash/Check or money order only Checks made payable to “PRESQUE ISLE COUNTY CLERK” Send the completed application and fee to:</p> <p>Presque Isle County Clerk Vital Records 151 East Huron Avenue PO Box 110 Rogers City, MI 49779</p> <p>** FOR FASTER PROCESSING, INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE **</p>
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Note: Please allow one week from your initial mailing before calling to inquire about your record request.

<p>PHOTO ID REQUIREMENT FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD</p> <p>Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request and/or receive one (except for a birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application. Individuals <u>under the age of 15</u> are unable to request a copy of their own birth record.</p> <p>At least one of the following photo ID's:</p> <ul style="list-style-type: none">* Michigan Driver's License or State of Michigan Identification Card – Unexpired, or expired for not more than one year* Driver's License or Identification Card issued by another state in the U.S., jurisdiction or territory – Unexpired or expired for not more than 1 year.<ul style="list-style-type: none">* Unexpired U.S. or foreign passport.* U.S. Military Identification, Military Dependent Identification or Veteran's Identification. <p>Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:</p> <ul style="list-style-type: none">* Employment identification with photo, accompanied with a pay stub or W-2 form.* School, University or College Identification with photo, accompanied with a report card or other proof of current school enrollment.* Michigan Driver's License expired for more than one year, accompanied by a motor vehicle registration of title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage.<ul style="list-style-type: none">* Department of Corrections Identification Card, accompanied by probation or discharge papers.* If an inmate currently incarcerated, a D.O.C Identification card, accompanied by a verification of incarceration by the facility on their letterhead.
