

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

**City Clerk's Office-Birth Certificate Request
203 South Troy Street, Royal Oak, Michigan 48067
(248) 246-3050**

Office Hours: By appointment only

- 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
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

PARENTS NAME ON THE RECORD

CHECK ONE THAT APPLIES:

Parent named on record

Self

APPLICANT'S NAME AND MAILING ADDRESS BELOW:

Name _____

Address _____

City _____

State _____ Zip _____

Daytime Telephone _____

Email (optional) _____

FIRST COPY OF EACH RECORD	\$15.00
EXTRA COPY OF EACH RECORD	\$5.00

1ST RECORD TOTAL _____

2ND RECORD TOTAL _____

3RD RECORD TOTAL _____

4TH RECORD TOTAL _____

GRAND TOTAL: _____

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

APPLICANT'S 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