



# CITY OF TRENTON

City Clerk's Office  
2800 Third Street  
Trenton, MI 48183  
(734) 675-8600

## APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD

**BIRTH CERTIFICATES CAN ONLY BE ISSUED TO:** The **INDIVIDUAL**, the **PARENT(S)** named on the birth record; **LEGAL GUARDIAN** with Permanent or Temporary Guardianship/Custody Papers; **CIRCUIT COURT ORDER**.

1. Fill out the Application below.
2. Provide a photocopy of identification. (Driver's license, State identification, or Passport)
3. Fees: \$20.00 for the first certified copy, each additional certified copy purchased at the same time for each individual record is \$10.00. Senior Citizens 65 and over \$10.00 for each copy.  
We accept **CASH** in-person only, **Money Orders** payable to: City of Trenton, **Debit and Credit Card** payments in-person or online at <https://client.pointandpay.net/web/cityoftrentonnonintegrated>.
4. **FAX** to: 734-675-5262 or **MAIL** to: Trenton City Clerk's Office, 2800 Third Street, Trenton, MI 48183 include a self-addressed stamped envelope by mail.

## APPLICATION FOR CERTIFIED COPY OF BIRTH

DATE ISSUED  
I.D. CHECKED

NAME AT BIRTH:	_____	_____	_____
	First	Middle	Last
Number of Certified Copies Requested:	_____	DATE OF BIRTH:	_____
		Month	Day Year
MOTHER'S MAIDEN NAME:	_____	_____	_____
	First	Middle	Last
FATHER'S NAME:	_____	_____	_____
	First	Middle	Last
YOUR RELATIONSHIP TO PERSON WHOM RECORD YOU ARE REQUESTING: (CIRCLE)	<b>SELF</b>	<b>MOTHER</b>	<b>FATHER</b> <b>LEGAL GUARDIAN</b>
SIGNATURE OF APPLICANT:	_____	TELE. NO:	_____
APPLICANT'S NAME:	_____	_____	_____
	First	Middle	Last
APPLICANT'S ADDRESS:	_____	_____	_____
	No. & Street	City	State & Zip
APPLICANT'S DRIVER'S LICENSE STATE OF ISSUE:	_____	NUMBER:	_____

**Notice:** providing false information on this application is a violation of law and may lead to a fine or imprisonment, or both.

## ACCEPTABLE ID

Michigan Department of Health and Human Services  
Division for Vital Records and Health Statistics

### PURPOSE

The state registrar is authorized by Michigan law (MCL 333.2891(3)) to require verification of identity before releasing a copy or allowing a change to a Michigan vital record.

### IDENTIFICATION

**Tier 1** Documentation that establishes identity.

1. U.S. or Foreign Passport
2. U.S. Passport Card
3. U.S. or U.S. Territories Driver's License or Identification Card
4. U.S. Military Identification Card with **both** picture and signature
5. Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

**Tier 2** Documentation must include all documentation in one of the categories below:

1. Any of the documents in Tier 1 that have expired within the past 5 years and any one document from Tier 3 issued within the past year.
2. Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
3. Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
4. Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
5. If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

**Tier 3** Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

1. Any of the documents in Tier 1 document expired more than 5 years.
2. Social Security Card (must be signed)
3. Marriage or Divorce certificate
4. Your child's birth certificate
5. IRS form W-2
6. Paycheck stub
7. Bank statement
8. Voter registration
9. Motor vehicle registration
10. Health insurance card
11. Utility Bill
12. Doctor/hospital/dentist bill
13. Religious or community organization documents, e.g. baptismal certificate
14. Military DD-214 discharge paper or equivalent
15. School records
16. Letter or benefit statement from a government agency such as SSA or IRS
17. Land or rental agreement
18. Military ID with **either** a picture **or** signature.
19. Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who do not have access to the records above, or who wish to order their birth certificate online, can order via <http://vitalchek.com>. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only online service provider approved for establishing identity without documentation.