

# Birth Certificates

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**REQUIREMENTS:** Requests must be for persons **BORN IN BRANCH COUNTY**

**COSTS:**

\$20.00 for the first certified copy.

\$5.00 for each additional copy of the same record, ordered at the same time.

**\*\*Non Certificate Copies \$5.00\*\***

The flat rate for a copy printed from Microfilm is \$10.00. Be advised that the information available varies from year to year. Certification of the microfilm record is \$10.00 extra.

The NON-REFUNDABLE search fee for any vital records is \$10.00 for a 10 year search.

**If you need the record for a passport, be sure to mark “certified copy for a passport” on the form below.**

**Cash or Money Order only:** Payable to **Branch County Clerk.**

**\*\*\*No Personal Checks, if received will be RETURNED back to you\*\*\***

**MAILING ADDRESS:**

Branch County Clerk  
31 Division St.  
Coldwater, MI 49036

Birth records less than 100 years old are confidential documents. These records will only be released to persons listed on the record (child or parents) with proper identification. If all persons listed are deceased and you are a descendent or heir, contact our office for information on how to obtain the document.

- ❖ Please fill out the **Birth Certificate Request Form**, below.
- ❖ Include a **copy of your Driver’s License/State issued ID Card** (if you have an address on the back of your Driver’s License please make a copy front and back) **OR** provide three (3) pieces of identification.
- ❖ Please supply us with a self addressed #10 legal size (9 ½” x 4”) stamped envelope. **The mailing address MUST match the address on the identification provided.**

If you have questions about which types of documents are acceptable, contact the Clerk’s Office at 517-279-4306.

**There is a blank request form below that can be filled out and mailed to us.**

**BRANCH COUNTY CLERK**

31 Division St., Coldwater, MI 49036 \* Phone (517) 279-4306

*Teresa (Terry) Kubasiak, County Clerk*

*Lisa Metz, Chief Deputy Clerk*

**REQUEST FOR CERTIFIED COPY OR SEARCH OF A RECORD**

**\*\*ALL MAIL IN REQUESTS MUST BE ACCOMPANIED BY A MONEY ORDER FOR THE APPROPRIATE AMOUNT AND A SELF ADDRESSED STAMPED ENVELOPE\*\***

**\*\*THE CLERK'S OFFICE IS NOT RESPONSIBLE FOR COPIES RETURNED VIA U.S. MAIL\*\***

**FEES**

**Certified Copies - \$20.00/\$5.00 for each additional of same record**

**Non-Certified Copies - \$5.00**

**Searches - \$10.00 per name – Non-refundable**

**What are you requesting?**

\_\_\_\_ certified copy    \_\_\_\_ non-certified copy    \_\_\_\_ record search    \_\_\_\_ certified copy for a Passport

Your name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Email Address \_\_\_\_\_

Your signature: \_\_\_\_\_

**BIRTHS**

**ALL BIRTH REQUESTS REQUIRE PROPER I. D. BEFORE COPIES WILL BE ISSUED. MAIL IN REQUESTS MUST BE ACCOMPANIED BY A PHOTOCOPY OF THE REQUESTER'S DRIVER'S LICENSE OR STATE ISSUED I.D.**

Name on birth record: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

**Parent information:** Full name before first married: \_\_\_\_\_

Full name before first married: \_\_\_\_\_

***Check one of the following:***

- I am requesting my own birth record.
- I am requesting my child's birth record.
- I am an heir of the person named in the record.
- I am a legal representative of the person name in the record.

**NOTE: YOUR RETURN ADDRESS MUST MATCH THE ADDRESS SHOWN ON THE I.D. PROVIDED! WE WILL NOT SEND THE CERTIFICATE TO A DIFFERENT ADDRESS.**

**\*\*\*\*NOTE\*\*\*\***

Please provide us with an email address or phone number, in case we have any questions.