

General Information

A military recruiter is not eligible to receive a certified copy of an individual's birth certificate; however, under MCL 333.2883 (2), our office may furnish an administrative use copy of a birth record to certain federal agencies. That law states that the administrative use copy can be issued "under the terms or conditions prescribed by the department." Through this guidance document, military recruiters are allowed to obtain Administrative Use Copies of birth records for their recruits.

Military Recruit Birth Record Verification

1. A written request must be received or the Birth Verification form must be filled out. **** See below
2. The following information can be verified:
Name, Birth Date, Place of Event, Filing Date.
3. We will NOT give any additional information or correct the information provided. We will advise you if an item is incorrect.
4. The recruiter shall show his military ID when presenting the form at the Clerk's office.
5. **A \$5.00 fee is charged.**

If additional information is needed, an Administrative Use copy should be requested.

Military Recruit "Administrative Use" Birth Record

1. A written request must be received or the Administrative Use request form must be filled out. **** See below
 2. The recruiter shall show his military ID when presenting the form at the Clerk's office.
 3. A photocopy of the ID and a release form from the person who is the subject of the birth record must accompany the request form.
- A \$10.00 fee is charged**