

BRANCH COUNTY CLERK

31 Division St., Coldwater, MI 49036 * Phone (517) 279-4306 * Email: countyclerk@countyofbranch.com
Teresa (Terry) Kubasiak, County Clerk Christine Ransbottom, Chief Deputy Clerk

BIRTH CERTIFICATE REQUEST FORM

(Can only be released to the Child or a Parent listed on the record)

CHILD'S Name at Birth: _____
(Please Print)

Place of Birth: _____ Date of Birth: _____
(City / Township) (Month / Date / Year)

Mother's Maiden Name: _____
(First) (Middle) (Last)

Father's Name: _____
(First) (Middle) (Last)

Are you the person named on the first line above? (Check One) _____ **YES** _____ **NO**
If no, what is your relationship to the person named on the first line above? _____

Name of Requester: _____

Address of Requester: _____

Phone Number: _____

Signature _____ Date: _____

Number of copies desired: _____ Certified: _____ Non-Certified: _____

FEE SCHEDULE: 1st Certified Copy - \$20.00 Additional Copies - \$5.00 each
Non-Certified Copy - \$5.00

Money Order payable to: Branch County Clerk

*******NO PERSONAL CHECKS*******

MAIL REQUEST TO: County Clerk
31 Division St
Coldwater, MI 49036

❖ A copy of your unexpired driver's license must accompany this request (if you have an address on the back of your driver's license, please make a copy front and back)

If you do not have a driver's license 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.

BIRTH CERTIFICATE – IDENTIFICATION REQUIREMENTS

Person requesting a birth record must provide:

SECTION A

Must have (1) of the following:

- State Driver's License current or expired less than 1 year
- State ID card current or expired less than 1 year
- Unexpired U.S. Passport
- Unexpired Foreign Passport
- U.S. Military identification with both picture and signature

Photo ID requirement: MCL 333.2891 (3)

If you do not have 1 of the items in Section A see Section B

ALTERNATIVE DOCUMENTATION

SECTION B

(3) documents from listing below:

- Social Security Card
- Employment photo ID
- pay stub
- W-2 form
- Marriage License
- School / College ID
- School Records
- Vehicle Registration
- Bank Statement
- Voter Registration
- Health Insurance Card
- Utility Bill
- Doctor / Hospital / Dentist Bill
- Letter / benefit statement from a government agency, like SSA or IRS
- Land or rental agreement