

REQUESTING A MICHIGAN DEATH RECORD: The Michigan Vital Records office has records of deaths that occurred in Michigan and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Death records are not restricted documents in Michigan. Anyone can request that a search be conducted if the application is completed and signed, and submitted with the required fee paid.

PART 1: APPLICANT'S INFORMATION (Person Requesting Record)

Applicant's Name: C D Services Inc
 Mailing Address: 24027 Research Drive City: Farmington Hills State: MI Zip: 48335
 Daytime Phone () 248-476-1700 Other Phone: () fax 248-476-6600

PART 2: CERTIFICATION OF INFORMATION PROVIDED

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records with the information that I provided. This does not guarantee that a record will be found.

▶ Applicant's Signature: _____ Date: _____

PART 3: PURPOSE FOR REQUESTING THE RECORD

all purposes allowable by law

PART 4: DEATH INFORMATION NEEDED TO FIND THE RECORD

If the exact date of death is unknown, please indicate the year you want searched. If you need additional years searched, please see Part 5 payment box for fee information. We can do a search without the "county" of death, but it will not be a thorough search.

NAME OF DECEASED (Name at time of death)			DATE OF BIRTH (If Known)	DATE OF DEATH
First	Middle	Last	(mm/dd/yyyy)	mm/dd/yyyy
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	DECEDENT'S PLACE OF DEATH City County State		Other variations of same name or locations:	
Please provide any of the following additional information (if known) that would help us locate the death record:				
DECEDENT'S PLACE OF BIRTH State Country			DECEDENT'S SOCIAL SECURITY NUMBER _____	
DECEDENT'S MOTHER'S NAME First Middle Last			DECEDENT'S FATHER'S NAME First Middle Last	

PART 5: FEES - Includes one certified copy or no-find letter

Base Fee: <i>Includes One Year Search</i>	\$34.00	\$ 34.00
Additional Certified Copies (Each) _____ x \$16.00		\$
Additional Years Search (Number of years) _____ x \$12.00 <small>(when exact year unknown) Indicate years you want searched: _____</small>		\$
EXPEDITED "RUSH" SERVICE (Additional)	\$12.00	\$
PAYMENT TO "STATE OF MICHIGAN" TOTAL:		

For Accounting Use Only

Is your request complete? See checklist on back!

HAVE YOU ??

- **PART 1:** Print your name and mailing address
*Cannot send to general delivery addresses
Include a telephone number to reach you*
- **PART 2:** Sign your name
Do not print. Signature required.
- **PART 3:**
Fill out purpose for requesting the record
- **PART 4:** Complete all items
*"Unknown" if information unavailable
"N/A" if not applicable*
- **PART 5:** Fees
Please total all fees correctly
- **PAYMENT**
Check or money order made payable to the "State of Michigan"

APPLYING IN PERSON

LOCATION:

Capitol View Building, 3rd Floor
201 Townsend Street
Lansing MI 48913 (across from the State Capitol)

LOBBY HOURS: 8:00 am - 5:00 pm M-F except for recognized state holidays.

DIRECTIONS: Visit our website at: www.michigan.gov/vitalrecords or call 517-335-8666.

SAME DAY SERVICE: Orders at our counter must be placed by 3:00 pm in order to receive same-day service. Additional "rush" fee of \$12.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. Genealogy requests may take longer.

PAYMENT: A money order, credit card or cash can be used at our front counter. A personal check can also be used if NOT same-day service.

PAYMENT INFORMATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. The base fee includes a statewide search of one year and either one certified copy of the record or an official statement that the record is not filed with the state.

REFUNDABLE FEES: Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Michigan Department of Treasury, usually within 3-6 weeks.

PROCESSING TIMES FOR MAIL REQUESTS

REGULAR SEARCH – The processing time for a regular request will be approximately 5 weeks, depending on the volume of requests received.

EXPEDITED (RUSH) SEARCH – The processing time for a "rush" request will be approximately 2 weeks, depending on the volume of requests received.

ADDITIONAL INFORMATION - If you find that the processing times listed do not meet your needs, please call our Eligibility Unit at 517-335-8666 and speak with a customer service representative. They may be able to offer additional help to meet your individual situation.

MAIL APPLICATION TO

REGULAR MAIL TO:
Vital Records Requests
PO Box 30721
Lansing MI 48909

RUSH MAIL TO:
Vital Records RUSH
PO Box 30721
Lansing MI 48909