



Request or Certified Copies of Birth Record

Office of the City Clerk – Vital Records

- 3355 S. Wayne Rd., Wayne, MI 48184 *734-722-2204

Hours: Mon-Thurs 10:00 a.m. – 4:30 p.m. & Fri 8:30 a.m. – 1:00 p.m.

APPLICANTS INFORMATION

Name: _____ Phone _____

Address: _____

City, State, Zip: _____

Signature: _____ Date: _____

Must be signed to process request

Fees: Check or Money Order Only for Mail-In Request. Cash, Check, or Card for In-Person Request.

Certified Copies: \$20.00 first copy, \$5.00 each additional copy – same record, same order

Mail Requests Add \$1.00 for postage **Make Checks Payable to the City of Wayne**

Number of Copies Requested: _____

Valid Driver's License or State ID must be presented with this request, or a NOTARIZED Copy of Driver's License or State ID must accompany this request.

NEW BIRTHS – Birth certificate may not be available for 14 days after child's birth.

Information as it appears on Birth Record:

Full Name at Birth: _____

Date of Birth: _____

Name of Hospital or address where birth occurred: _____

Mother's Full Maiden Name: _____

Father's Name: _____

Eligibility – You must be eligible to request this birth record per MCL 333.2882.

Check the selection that applies to you:

Person named on record

Parent named on record

Legal Guardian (guardianship papers required)

Legal Licensed Representative
(Letter of representation required)

*Penalties: Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or commit another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.