

# APPLICATION TO CORRECT OR CHANGE A MICHIGAN BIRTH RECORD



Vital Records  
and Health Statistics

- ✓ A photocopy of valid identification is required.
- ✓ Incomplete applications will be returned for completion.

## PART 1 - APPLICANT INFORMATION

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## PART 2 - ELIGIBILITY

- ☐ Self (Correcting my own record) ☐ Legal guardian of the person named on the record  
☐ Parent of the child ☐ Legally licensed representative of the person named on the record.

## PART 3 - TYPE OF CHANGE OR CORRECTION REQUESTED

- ☐ Correct/Change birth record for adult ☐ Court ordered legal name change (Court order required)  
☐ Correct/Change birth record for minor ☐ Remove a parent (Court order required)

## PART 4 - CHILD'S INFORMATION NEEDED TO LOCATE THE CURRENT BIRTH CERTIFICATE

Full Name on Birth Certificate: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other Names Used: ☐ Adoption ☐ Legal Name Change

New Name: \_\_\_\_\_  
(First) (Middle) (Last)

Place of Birth: \_\_\_\_\_ Gender: ☐ Male ☐ Female ☐ X  
(City and County)

## PART 5 - PARENT'S INFORMATION ON CHILD'S CURRENT BIRTH CERTIFICATE

Parent/Mother's Full Name at Birth: \_\_\_\_\_ Parent/Mother's Date of Birth: \_\_\_\_\_

Parent/Father's Full Name at Birth: \_\_\_\_\_ Parent/Father's Date of Birth: \_\_\_\_\_

## PART 6 - CHANGES REQUESTED:

Incorrect item as it currently appears on the record	Information as you would like it to appear on the record
1. _____	1. Ryan
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

## PART 7 - SIGNATURE(S) REQUIRED TO PROCESS APPLICATION

\*If correcting a minor's name, all parents listed on the record must sign. If the child is over the age of 15 and the name change is not court ordered, we also require the child's signature.

Signature of Person Requesting Change: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT CHECK OR MONEY ORDER MADE OUT TO THE "STATE OF MICHIGAN"****Application Fee is Non-Refundable**

Application Fee:	\$50.00 (Includes one copy)	\$
Additional Certified Copies:	\$16.00 each	\$
RUSH Processing Fee:	\$25.00	\$
<b>TOTAL ENCLOSED:</b>		\$

**MAILING ADDRESS \*\*PREPAID SELF-ADDRESSED ENVELOPES WILL NOT BE USED BY OUR OFFICE\*\***

**For Regular Processing**  
**Mail Application, ID, Documents and Fee to:**  
 Vital Records Changes  
 P.O. Box 30721  
 Lansing, MI 48909

**For RUSH Processing (Rush fee must be included)**  
**Mail Application, ID, Documents and Fee to:**  
 Vital Records Changes RUSH  
 P.O. Box 30721  
 Lansing, MI 48909

**REQUIRED DOCUMENTATION \*\*ORIGINAL DOCUMENTS WILL NOT BE RETURNED TO YOU\*\***

Changes or corrections to birth records that can be made by this office are limited by law and are subject to very specific supporting documentation. Documents must clearly indicate that they pertain to the registrant on record.

- In general, we require at least 2 dated documents from two different sources proving the correct information. Documents typically need to be dated before the child's 18<sup>th</sup> birthday or at least 10 years before the date of this application.
- Examples of acceptable documents include marriage records, birth certificates, school records, social security records, passports or visas, military records, census records, government agency records and medical records.
- To change the last name of a person over age 1, or the first/middle name of a person over age 18, you must get a court order and submit it with your application. For first/middle name changes for ages 1–18, you must provide proof the name has always been used or submit a court order.
- To correct parent's information on a birth certificate we generally need a copy of the parent's birth certificate, marriage license or a document dated before the child was born or dated at least 10 years before the date of this application.

For more information on the required documentation, visit our FAQs on our website at [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords). You can also call our Changes Unit at 517-335-8660 or email MDHHS-VR-Changes@Michigan.gov.

**ELIGIBILITY**

If you are the child named on record, you must be at least 18 or legally emancipated. Legal guardians must provide court-issued guardianship documents. Licensed attorneys must submit a request on official letterhead, include their state bar number, and provide ID for both the attorney and client. Heirs must submit a court order. The facility administrator who filed the original certificate may request changes within one year of birth.

**IDENTIFICATION REQUIREMENTS \*\*ORIGINAL DOCUMENTS WILL NOT BE RETURNED\*\***

To change a Michigan birth record, a copy of a current valid, government-issued identification is required to establish eligibility.

If you are correcting a child's name, we require identification for **all** parents listed on the record. If a child's name change is court ordered, we only require identification for one parent.

Please send a copy of one of the following unexpired identifications:

- ✓ U.S. or U.S. Territories **Driver's License** or **Identification Card**
- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. Military Identification Card with both picture and signature
- ✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. The document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

If you do not have identification as listed above, we will accept other documents to prove your identity. For a list of alternative documents please visit our website at [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call our office at **517-335-8666**.

**PROCESSING TIME**

Normal processing time is 5-6 weeks if all required documents are received. If we must contact you for additional documentation, the processing time starts when we receive all documentation needed. If you pay for RUSH service, processing time is 2-3 weeks from when all required documentation is received in our office. Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer.

**Note:** Applications sent to the Vital Records post office box with overnight delivery are not received in our office for 3 days.

**PENALTIES**

Any person who willfully and knowingly makes false application to change a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs, or disability. DCH-0847-BX-CHGBX Rev 04/30/2025 MCL 333.2871(1) and 333.2891(3,10,11and 13)