

**CITY OF ROYAL OAK APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE**

**City Clerk's Office-Birth Certificate Request**  
**203 South Troy Street, Royal Oak, Michigan 48067**  
**(248) 246-3050**

**Office Hours:** Monday-Thursday 8 am - 4:30 pm and Friday 8 am - 12 pm

- Certified copies of birth records can only be issued to the individual or the parent(s) named on the record (MCLA 33.2882). This form is for births that occurred within the **CITY OF ROYAL OAK** only.
- Birth records for newborns are generally available 14 days after the date of birth. We cannot tell you if we have a birth record over the phone.

Birth records may also be ordered online at: <https://royaloakmi.seamlessdocs.com/f/birthcertificaterequest>

**IF MAILING IN, PLEASE INCLUDE:**

A completed application

A legible copy of the valid ID for the person signing the application (i.e. driver's license or state I.D.)

A Money Order or Cashier's Check payable to "CITY OF ROYAL OAK"

**DO NOT SEND CASH OR PERSONAL CHECKS**

**PLEASE PRINT CLEARLY**

<b>FULL NAME AS IT APPEARS ON RECORD</b>	<b>DATE OF BIRTH</b>	<b>NUMBER OF COPIES</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**PARENTS NAME ON THE RECORD**

**RELATIONSHIP TO PERSON ON RECORD:**

☐

Parent named on record

☐

Self

**YOUR NAME AND MAILING ADDRESS BELOW:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Email (optional) \_\_\_\_\_

**FIRST COPY OF EACH RECORD \$15.00**

**EXTRA COPY OF EACH RECORD \$ 5.00**

**1<sup>ST</sup> RECORD TOTAL** \_\_\_\_\_

**2<sup>ND</sup> RECORD TOTAL** \_\_\_\_\_

**3<sup>RD</sup> RECORD TOTAL** \_\_\_\_\_

**4<sup>TH</sup> RECORD TOTAL** \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

I, the undersigned, affirm that I am in compliance with Michigan statues in requesting the record. (MCL 333.2882)

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**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. MCL 445.69