

Macomb County Clerk Carmella Sabaugh's Vital Records Certified Copy Order Form

Complete and fax to the Macomb County Clerk Vital Records Office (586) 469-4751

Or mail to: Macomb County Clerk's Office, Attn: Vital Records, 40 North Main Street, Mount Clemens, MI 48043

REQUESTOR'S INFORMATION

PRINT LEGIBLY

Name: _____ Daytime Phone Number: _____

Mailing Address: _____ City, State, Zip: _____

Driver's license number: _____ Signature (required): _____

BIRTH RECORDS

(Copy of picture ID MUST be included)

Name of person on record _____

Date of Birth _____

Place of Birth _____

Mother's full maiden name _____

Father's full name _____

Relationship to person:

Self Parent Other _____

(document proof of relationship is required)

Cost: \$15.00

Additional copies: _____ x \$5.00= \$ _____

TOTAL: \$ _____

BUSINESS REGISTRATION

Name of Business: _____

Cost: \$15.00

Additional copies: _____ x \$5.00= \$ _____

TOTAL: \$ _____

DEATH RECORDS

Name of Deceased _____

Date of Death: _____

Place of Death: _____

Cost: \$15.00

Additional copies: _____ x \$5.00= \$ _____

TOTAL: \$ _____

MARRIAGE LICENSES

Bride's Full Maiden Name: _____

Groom's Full Name: _____

Date of Marriage: _____

Cost: \$15.00

Additional copies: _____ x \$5.00= \$ _____

TOTAL: \$ _____

MILITARY DISCHARGE

(Copy of picture ID MUST be included)

Name _____

Date of Birth _____

Social Security Number: _____ - _____ - _____

Cost:

Number of copies: _____ x \$1.00= \$ _____

PAYMENT / MAIL INFORMATION

COSTS (from above): \$ _____

SHIPPING:

Overnight*: \$24.00 (optional)

Regular mail: FREE

TOTAL COST: \$ _____

Cardholder name (PRINT) _____

Type of credit card being used: (If mailing, check or money order can be enclosed)

VISA MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____ - _____

Cardholder signature (REQUIRED) _____

*Delivery may take up to 2 days depending on the zip code and if request is not received before 1 pm. Rates are higher outside of the U.S.

For help completing this form call:
(586) 469-5205

For additional forms:
In Michigan – (888) 99-CLERK
Out-of-State – (310) 575-5035

Fax-on-Demand Doc #3010
Rev. 10/09