

OFFICE of the COUNTY CLERK / REGISTER OF DEEDS
VITAL RECORDS DIVISION



Justin F. Roebuck, County Clerk/Register of Deeds
Rachel A. Sanchez, Chief Deputy Register of Deeds

Your Name: _____
(Nombre)

Address: _____ City: _____ State: _____ Zip: _____
(Dirección) (Ciudad) (Estado) (Código postal)

Phone: _____ Signature: _____
(Teléfono) (Firma)

Email Address: _____

Total # of Certificates _____ \$15 for first copy _____ \$6 for additional copies of the same record
(Fotocopia Certificada) (\$15 por la primera copia) (\$6 para copias adicionales del mismo certificado)

ALL BIRTH CERTIFICATES REQUIRE A GOVERNMENT ISSUED PHOTO ID
TODOS LOS CERTIFICADOS DE NACIMIENTO REQUIEREN DE UNA IDENTIFICACIÓN CON FOTO EMITIDA POR EL GOBIENO.

According to Michigan law, a certified copy of a birth record is only available to persons such as one's self, parent, legal guardian or legal representative >Documentation required<

Birth certificates take approximately two to three weeks to process after the day the infant is born

De acuerdo a la Ley de Michigan, una copia certificada está disponible únicamente para la misma persona y para los padres, guardians legales o representantes legales. Los certificados de nacimiento toman aproximadamente de dos a tres semanas para ser procesados después del nacimiento del infante.

****Please see second page for instructions on mailing, faxing or emailing this application****

****Por favor consulte la segunda página para instrucciones de envío de esta aplicación a través del correo, por fax o por correo electrónico**

BIRTH CERTIFICATE CERTIFIED COPY- Copia Certificada del Certificado de Nacimiento.

Name at birth: _____
(Nombre al nacer) First (Primero) Middle (Segundo) Last (Apellido)

Date of birth: _____ Place of birth: _____
(Fecha de nacimiento) Month/Day/Year City (Ciudad) Hospital (Hospital)

Parent name 1 (before marriage): _____
(Nombre del padre/madre de soltera) First (Primero) Middle (Segundo) Last (Apellido)

Parent name 2 (before marriage): _____
(Nombre del padre/madre de soltera) First (Primero) Middle (Segundo) Last (Apellido)

Relationship: Self Parent Guardian Other _____
(Relación) (si-mismo) (padre/madre) (Guardián) (Otro)
Please circle one of the above- Por favor encierre uno de las opciones anteriores

MARRIAGE LICENSE CERTIFIED COPY- Copia Certificada del Certificado de Matrimonio.

Name of Spouse (1): _____
(Nombre del cónyuge) First (Primero) Middle (Segundo) Last (Apellido)

Name of Spouse (2): _____
(Nombre del cónyuge) First (Primero) Middle (Segundo) Last (Apellido)

Date of marriage: _____ Place of marriage: _____
(Fecha del matrimonio) Month/Day/Year (Lugar del matrimonio) City (Ciudad)

The purpose you are requesting this document? For Federal use (Passport, Social Security, and or Foreign Adoption)
(¿Propósito de este documento? Para uso Federal (Pasaporte, Seguro Social o Adopción Extranjera)

Please specify: _____
(Por favor especifique)

DEATH CERTIFICATE CERTIFIED COPY- Copia certificada del Certificado de Defunción.

Name of deceased: _____
(Nombre del fallecido) First (Primero) Middle (Segundo) Last (Apellido)

Date of death: _____ Place of death: _____
(Fecha de defunción) Month/Day/Year (Lugar de defunción) City (Ciudad)

The purpose you are requesting this document? For Federal use (Passport, Social Security, and or Foreign Adoption)
(¿Propósito de este documento? Para uso Federal (Pasaporte, Seguro Social o Adopción Extranjera)

Please specify: _____
(Por favor especifique)

Locations and phone numbers:

12220 FILLMORE ST, RM 130
WEST OLIVE, MI 49460
(616) 994-4531

414 WASHINGTON AVE, RM 115
GRAND HAVEN, MI 49417
(616) 846-8109

12251 JAMES ST
HOLLAND, MI 49424
(616) 494-5566

3100 PORT SHELDON RD
HUDSONVILLE, MI 49426
(616) 662-6085
Tuesdays 8am-12pm & 1pm-5pm

How to Obtain a Certified Birth Certificate

Online

- Fee is \$15; additional copies of the same birth certificate requested the same day are \$6 each. A [convenience fee](#) also applies to your order total. Apply online at www.miottawa.org/Departments/Clerk/VitalRecord/birth

In Person

- Application can be obtained at any of the Ottawa County Clerk locations (see above).
- Must present a valid driver's license or other government issued photo ID.
- Fee is \$15; additional copies of the same record are \$6. Method of payment includes cash, check, money order or Visa, MasterCard or Discover.

By Mail

- Complete the [Certified Birth Certificate Application](#)
- Include a CLEAR photo copy of a valid driver's license or other government issued photo ID.
- Fee is \$15; additional copies of the same record are \$6. Method of payment includes checks/money orders payable to OTTAWA COUNTY CLERK.
- Send the completed application and fee to the Fillmore Street location only:

Ottawa County Clerk/Register
12220 Fillmore Street, Room 130
West Olive, MI 49460

By Email

- Complete the [Certified Birth Certificate Application](#)
- Include a CLEAR photo copy of a valid driver's license or other government issued photo ID.
- Fee is \$15; additional copies of the same record are \$6. Please contact the County Clerk at (616) 994-4531 for payment method.
- Scan the completed application and clear photocopy of a valid driver's license or government issued photo ID and send to the following email address: countyclerk@miottawa.org. Call (616) 994-4531 for payment information.

By Fax

- Complete the [Certified Birth Certificate Application](#)
- Include a CLEAR photo copy of a valid driver's license or other government issued photo ID.
- Fee is \$15; additional copies of the same record are \$6. Visa, MasterCard or Discover only when faxing.
- Fax the above to (616) 994-4538

How to Obtain a Certified Marriage/Death Record

Online

- Fee is \$15; additional copies of the same marriage certificate requested the same day are \$6 each. A [convenience fee](#) also applies to your order total.

By Mail

- Complete the [application for certified Death/Marriage record](#). Use only one form per record request.
- Fee is \$15; additional copies of the same marriage certificate requested the same day are \$6 each. Method of payment includes checks/money orders payable to OTTAWA COUNTY CLERK.
- Mail the completed application and the appropriate fee:

Ottawa County Clerk
12220 Fillmore Street, Room 130
West Olive, MI 49460

By Email

- Complete the [Certified Death/Marriage Certificate Application](#).
- Fee is \$15; additional copies of the same record are \$6. Please contact the County Clerk at (616) 994-4531 for payment method.
- Scan the completed application and send to the following email address: countyclerk@miottawa.org. Call (616) 994-4531 for payment information.

By Fax

- Complete the [application for certified Death/Marriage record](#). Use only one form per record request.
- Fee is \$15; additional copies of the same marriage certificate requested the same day are \$6 each. Visa, MasterCard or Discover are the only acceptable method of payment when faxing.
- Fax the application and the appropriate fee to (616) 994-4538