



# Birth Certificate Order Form

**George T. Darany, City Clerk**

**City of Dearborn, 16901 Michigan Ave. Ste. 11, Dearborn, MI 48126**

**313-943-2685**

All birth certificates are **certified legal** documents.

A copy of your photo ID **must be included** with your order form.

Birth Certificates for newborn babies can take **up to 30 days** to process. Parents should call to check on the availability of the birth certificate before ordering.

All order forms **must include** a signature of the individual ordering the birth certificate. Unsigned order forms will be returned.

## Information as it appears on the Birth Certificate:

Name of Individual at Birth: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Name before married (if applicable): \_\_\_\_\_

Father's Name: \_\_\_\_\_

## Order Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

## Relationship to birth certificate (select one):

- ☐ Myself    ☐ Parent named on the birth certificate    ☐ Court Order with documents  
☐ Legal guardian of individual named on birth certificate (must include court documents)  
☐ Heir to the individual named on birth certificate (must include legal documents)

**Fees:** *Make Check or Money order payable to: City of Dearborn*

One (1) Birth Certificate: \$25\*

*Each additional copy of the same birth certificate: \$5*

*\*Individuals 65 years old and older may order their own birth certificate for \$15. Additional copies: \$5*

**Total Number of Birth Certificates:** \_\_\_\_\_

**Total Cost: \$** \_\_\_\_\_

*Prices subject to change without notice.*

**Mail order form and documentation to:**

**Dearborn City Clerk's Office**

**Attn: Birth Records**

**16901 Michigan Ave. Ste 11**

**Dearborn, MI 48126-2967**