

Gladwin County
Office of the County Clerk
 401 W Cedar Ave
 Gladwin MI 48624
 Ph. (989) 426-7351 Fx. (989) 426-6917
countyclerk@gladwincounty-mi.gov



Karrie Hulme,
Gladwin County Clerk
 Deputy Clerks:
 Julie Jackson
 Mandy Hodge
 Ashley Longstreth

Birth Certificate Request Form

Instructions: Birth records are confidential and may only be released to the subject of the record, parent listed on the record, guardian, or another authorized party. Court-authorized guardians must furnish signed *Letters of Guardianship* dated within the last 30 days. Please complete the form and submit it by mail or in person to the County Clerk's Office. Please include all requested documentation to prevent processing delays. *Note: If your request is urgent, please visit the Clerks' Office in person at 401 W Cedar Ave.*

A COPY OF THE REQUESTOR'S VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION IS REQUIRED.

Birth Certificate Info.	Full Name on Record (Last, First Middle)		Date of Birth (MM/DD/YY)	
	Was this person adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No		City of Birth	
	Were the parents married at the time of birth? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Full Name of Mother (include maiden/prior names)		Full Name of Father		
Requester Information	Full Name		Phone Number	
	Mailing Address		E-mail Address	
	Signature		Remember, a copy of a valid photo ID must be included with your request if mailed.	
Card Payment Info.	Name on Card		Signature	
	Card Number		Expiration Date (MM/YYYY)	Security Code
	Billing Address		By signing here, you are authorizing the Gladwin County Clerks' Office to charge the applicable fees and agreeing to abide by your cardholder agreement.	

Fee Chart	First Copy:	\$15.00		
	Each Additional Copy: ___ x \$8.00	\$ _____	Card Processing Service Fees	
	Credit / Debit Card Service Fee:	\$ _____	Subtotal	Service Fee
	Total:	\$ _____	\$0.01 - \$50.00	\$1.75
			\$50.01 - \$75.00	\$2.00
		\$75.01 - \$100.00	\$3.75	

Mail your request to Gladwin County Clerk, 401 W Cedar Ave., Gladwin, MI 48624.

PENALTIES: Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

*** Do not forget to include a copy of your ID! ***

*** Make checks payable to Gladwin County Clerk!***