

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](mailto:countyclerk@gladwincounty-mi.gov)



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

## Death Certificate Request Form

**Instructions:** Please complete the form and submit it by email, fax, or mail. Please include all requested documentation to prevent processing delays. Please do not send cash payments in the mail. *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.**

Descendants Info.	Full Name on Record (Last, First Middle)		
	Date of Death (MM/DD/YY)	County of Death	
Requester Information	Full Name		Phone Number
	Mailing Address		E-mail Address
	Signature		
Card Payment Info.	Name on Card		Billing Address
	Card Number	Expiration Date (MM/YYYY)	Security Code
	Signature		<b>By signing here, you are authorizing the Gladwin County Clerks' Office to charge the applicable fees and agreeing to abide by your cardholder agreement.</b>

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

Email your request to [countyclerk@gladwincounty-mi.gov](mailto:countyclerk@gladwincounty-mi.gov) or mail it 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!\***