

ACCEPTABLE ID
Michigan Department of Health and Human Services
Division for Vital Records and Health Statistics

PURPOSE

The state registrar is authorized by Michigan law (MCL 333.2891(3)) to require verification of identity before releasing a copy or allowing a change to a Michigan vital record.

IDENTIFICATION

Tier 1 Documentation that establishes identity.

1. U.S. or Foreign Passport
2. U.S. Passport Card
3. U.S. or U.S. Territories Driver's License or Identification Card
4. U.S. Military Identification Card with **both** picture and signature
5. Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

Tier 2 Documentation must include all documentation in one of the categories below:

1. Any of the documents in Tier 1 that have expired within the past 5 years and any one document from Tier 3 issued within the past year.
2. Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
3. Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
4. Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
5. If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

1. Any of the documents in Tier 1 document expired more than 5 years.
2. Social Security Card (must be signed)
3. Marriage or Divorce certificate
4. Your child's birth certificate
5. IRS form W-2
6. Paycheck stub
7. Bank statement
8. Voter registration
9. Motor vehicle registration
10. Health insurance card
11. Utility Bill
12. Doctor/hospital/dentist bill
13. Religious or community organization documents, e.g. baptismal certificate
14. Military DD-214 discharge paper or equivalent
15. School records
16. Letter or benefit statement from a government agency such as SSA or IRS
17. Land or rental agreement
18. Military ID with **either** a picture **or** signature.
19. Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who do not have access to the records above, or who wish to order their birth certificate online, can order via <http://vitalchek.com>. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only online service provider approved for establishing identity without documentation.

IDENTIFICATION REQUIREMENTS TO REQUEST A BIRTH RECORD

MCL 333.2891 allows the state registrar or a local registrar to require an applicant who requests a birth record less than 100 years old to provide verification of his or her identity before releasing the birth record.

The best and most common sources of identification is a state issued, current, driver's license, state identification card or an unexpired passport. However, not all citizens have these identification documents. These guidelines are written in an attempt to ensure that individuals can meet verification requirements with documentation other than info that might be normally found in a wallet.

ESTABLISHING ELIGIBILITY WITH NO PHOTO IDENTIFICATION

In cases where the applicant has no documentation, other resources can be used. If the applicant does not have a current form of identification, three alternate pieces of alternate identification verifications can be use. One of the three items must show a date within the last twelve months and contain the applicant's name.

- Expired driver's license or expired passport
- Paycheck stub or W-2 form
- Military discharge document (DD-214)
- Utility or phone bill
- Lease or mortgage agreement
- Food stamp card or Medicaid card
- Any correspondence from SSI, Human Services, or Friend of the Court
- School records
- Police records
- Bank statements
- Voter's registration
- Insurance documentation
- Vehicle registration
- Doctor or hospital bill
- Court documentation or attorney correspondence
- Baptismal record
- Prison ID
- Prison release, probation or parole papers if applicant released within the past year
- Current student ID and either a school transcript or report card, if applicant under 20