

## **General Frequently Asked Questions in regards to: Vital Records, Business Licenses & Passports**

### **How much is a certified copy of a certificate?**

Certified copies of births, deaths and marriages are \$15.00 for the first copy and \$5.00 for each additional copy of the same record purchased at the same time.

### **May I write for a copy? Do I have to appear in person?**

You may write for a certified copy by completing the form [record request](#). You will be required to send a copy of your valid driver's license and the fee.

### **How long will it take to obtain a certified copy?**

Requests that are made in person usually take a few minutes. Requests by mail are generally mailed out the same day that they are received in the Clerk's Office.

### **Who can get a copy of a birth certificate?**

Birth records are confidential and are available to only the person or parents of the person named on the record. If you are an heir, legal guardian or legal representative of the person whose birth certificate you are requesting, documentation is required.

### **Can I get someone else's death or marriage certificate?**

Yes, these are public records. To obtain a copy of a marriage certificate you must provide the name and date of event. The cost is \$15.00 for the first copy and \$5.00 each thereafter.

### **How do I get a certified copy of a death certificate?**

Death records are also public records. You may obtain a copy by requesting the record, providing the name and date of death. The cost is \$15.00 for the first copy and \$5.00 each thereafter.

### **I'm adopted and want a copy of my original birth certificate. Can I get it from your office?**

No. Adopted persons' birth records are not available through the Clerk's Office. You must contact the Michigan Department of Community Health in Lansing, (517) 335-8656 or [www.michigan.gov/mdch](http://www.michigan.gov/mdch) to obtain this information.

### **My parents were not married at the time of my birth. Can I get my birth certificate at your office?**

Records of birth that occurred prior to Sept, 30, 1978 where parents were not married at the time of birth must be obtained from Michigan Department of Community Health in Lansing (517) 335-8666 or [www.michigan.gov/mdch](http://www.michigan.gov/mdch)

## MARRIAGE LICENSES



### How much does a marriage license cost?

\$20.00 for Alpena County residents, and \$30.00 for out-of-state residents

### How long does it take to get a marriage license?

#### How long is the license good for?

There is a 3 day waiting period after applying for your license and you must be married within 33 days of the date of application. The waiting period can be waived with an additional \$40.

### Do both parties have to be present to apply for a marriage license?

Yes, both parties must be present to apply for a marriage license. Both parties must have the following information at time of application.

- Social Security Card
- Certified Copy of Birth Certificate
- Full name (first, middle, last)
- Birth date
- Birth place (city, state)
- County of residence - Current Address
- How many times previously married
- Father's full name (first, middle, last)
- Mother's full name (first, middle, maiden name)
- Place of birth for parents (city, state)

### Where do I apply for my marriage license?

You apply in the county where you or your future spouse resides, and then you may get married anywhere in the state of Michigan. If you reside outside the state of Michigan, you must apply in the county which you are going to be married in.

### Must marriage witnesses be 18 years old?

No, witnesses are not required to be 18 years of age. However, they need to be able to comprehend that they are witnesses to a legal marriage and they need to be able to sign their legal signature.



## BUSINESS NAMES (Doing Business As -DBA)

### Why do I have to register my business name with the county?

Michigan law requires that persons, who own, conduct or transact business in a county, register the business name in that county as a matter of public record.

If my business has been incorporated with the state, do I still need to file with the county?

No, corporations, limited partnerships, limited liability companies and non-profit organizations owned by corporations do not file at the county level.

**Does it cost to register my DBA name?**

Yes, the fee is \$10.00 and the certificate expires in five (5) years. If you would like our office to notarize your DBA, there will be an additional cost of \$5.00.

**My DBA is registered in another county and want to do business in another county; do I have to register my DBA name there?**

You are required to register your DBA name in the county where the business is located, and you may also file in another county.

**Office hours are Monday-Friday 8:30 am – 4:30 pm. closed all legal holidays. For more information call the Alpena County Clerk's office at (989) 354-9520.**