

# Obtaining Birth, Death and Marriage Records

Alpena County only maintains records of births and deaths that occurred in Alpena County and marriages that were applied for in Alpena County. Many records are available to anyone. This is true for death, marriage and divorce records. It is also true for birth records 100 years or older. Michigan birth records less than 100 years old are restricted-only certain individuals can obtain copies.

## BIRTH CERTIFICATES



The Alpena County Clerk's office has records for individuals born in Alpena County only. Birth records are not public records and can only be obtained by:

- The individual
- The parents of the individual.
- Legal Guardian/legal representative (provide court order)
- A heir of the person named on the record
- A court of competent jurisdiction

You may apply in person or through the mail. If by mail, the birth records will be mailed to you in 2-4 days. If in person, it will take 10-15 minutes. Please provide the name, date of birth, place of birth, both parents' name (including the mother's maiden name). There is a \$15.00 fee for the first certified copy and \$5.00 fee for each additional copy of the same record ordered at the same time. All copies issued by the clerk's office are certified **and have a raised seal**.

You may download a form if you are mailing your request. [\(click here\)](#). Payment must be included along with a copy of pictured ID. Mail to Alpena County Clerk; 720 W. Chisholm St. Ste #2; Alpena, MI 49707.

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.

If you were adopted, your original Michigan birth record was sealed by a court. You can only obtain a copy of birth certificate from the Michigan Department of Health, it will show your adopted name and adoptive parents names.

Persons born before Oct. 1, 1978 to unwed parents should contact [www.michigan.gov/mdch](http://www.michigan.gov/mdch) or (517) 335-8666.

Payment must be included along with a self-addressed stamped envelope. You may pay by check or money order. Please do not send cash through the mail. Office Hours

Monday-Friday 8:30 am – 4:30 pm. For more information call the Alpena County Clerk's office at (989) 354 -9520.

## DEATH CERTIFICATES



The Alpena County Clerk's Office only has death certificates for individuals who died in Alpena County. Death certificates are public record and can be obtained by anyone. You will need to provide the name on the death certificate, as well as the date of death.

Death records may be ordered in person or through the mail. If by mail, the death record will be mailed to you in 2-4 days. If in person, it will take between 10 to 15 minutes. There is a \$15.00 fee for the first certified copy and a \$5.00 fee for each additional copy of the same record. All copies issued by this office are certified copies with a "raised" seal.

You may download a form if you are mailing your request ([click here](#)). Mailing your request to the: Alpena County Clerk, 720 W. Chisholm St. Ste. #2; Alpena, MI 49707

Payment must be included along with a self-addressed stamped envelope. You may pay by check or money order. Please do not send cash through the mail. Office Hours Monday-Friday 8:30 am – 4:30 pm. For more information, call the Alpena County Clerk's office at (989) 354 -9520

## MARRIAGE RECORDS



The Alpena County Clerk's Office only has marriage records for individuals who applied for their license in Alpena County. Marriage licenses are public record and can be obtained by anyone. You will need to provide the names of the parties as well as the date of marriage.

Marriage licenses may be ordered in person or through the mail. If by mail, the record will be mailed to you in 2-4 days. If in person, it will take between 10 to 15 minutes. There is a \$15.00 fee for the first certified copy and a \$5.00 fee for each additional copy of the same record. All

copies issued by this office are certified copies with a "raised" seal.

You may download a form if you are mailing your request. [\(click here\)](#). Mail your request to the: Alpena County Clerk, 720 W. Chisholm St. Ste. #2; Alpena, MI 49707.

Payment must be included along with a self-addressed stamped envelope. You may pay by check or money order. Please do not send cash through the mail. Office Hours Monday-Friday 8:30 am – 4:30 pm. For more information call the Alpena County Clerk's office at (989) 354 -9520.

***For individuals needing vitals records from other counties, you may contact the respective County Clerk's Office or***

- Michigan Department of Health to order a record online or to print an application to mail [www.michigan.gov/mdch](http://www.michigan.gov/mdch)
- By phone (517) 335-8656.
- to speak to a customer service representative requesting a record (517) 335-8666
- to speak to a customer service representative about correcting a record (517) 335-8660
- Mailing address Vital Records Request; P.O. Box 30721; Lansing, MI 48909
- to order a record in person 3423 N. Martin Luther King Jr. Blvd. (1/2 mile north of Grand River Ave.)

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.