



# Tuscola County Office of County Clerk

440 N State Street  
Caro, Michigan 48723  
989-672-3780  
Fax – 989-672-4266

Jodi Fetting, County Clerk

Cindy McKinney-Volz, Chief Deputy Clerk

Directions for a ordering Birth Certificate by mail: – Please complete form and include a copy of photo identification, (drivers license/State ID), and include payment (check/money order). Your signature must be notarized on the request form. The fee is \$15.00 for the first certified copy and \$5.00 for each additional certified copy purchased at the same time. Include a self addressed stamped envelope to mail the copies back to you. There is a search fee of \$5.00 per name, therefore if you are not sure there is a record, please include payment in the form of two checks/money orders, one for \$5.00 and one for \$10.00. If a record is found, we will process both payments. If no record is found, we will process only the payment of \$5.00 and return the remaining balance. Please make check/money order payable to Tuscola County Clerk.

NAME ON  
CERTIFICATE: \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

MOTHER'S MAIDEN  
NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

FATHER'S NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

SIGNATURE: \_\_\_\_\_  
Must be notarized

Subscribed and sworn to before me a Notary Public for the County of \_\_\_\_\_

State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public

\_\_\_\_\_ County, State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

Acting in the County of \_\_\_\_\_

**Note: Birth Records under 100 years old are not public records. Only the person or the parents of the person named on the birth certificate can obtain a copy of the birth record. If you were adopted, you must obtain your birth certificate from Vital Records in Lansing, Michigan, 517-335-8666 or [www.michigan.gov/mdch](http://www.michigan.gov/mdch).**