

City of Troy  
City Clerk's Office  
500 West Big Beaver  
Troy, Michigan 48084  
(248) 524-3317



(Send Application & Payment to Above Address or  
Appear in Person at the City Clerk's Office Between the  
Hours of 8:00 AM and 4:30 PM.)

## **CERTIFIED BIRTH CERTIFICATE APPLICATION**

PLEASE PRINT INFORMATION IN INK (ONE APPLICATION PER CHILD)

Child's Full Name \_\_\_\_\_

Child's Birth Date \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Issue Copies To: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Applicant's Driver's License Number \_\_\_\_\_  
(A COPY OF THE DRIVER'S LICENSE MUST BE INCLUDED)

Applicant's Relationship to Child \_\_\_\_\_  
(MUST BE NAMED ON CERTIFICATE)

**The above information is true and accurate to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_

Number of Copies \_\_\_\_\_ See reverse side for fee and shipping methods.

**PLEASE MAKE CHECK or MONEY ORDER PAYABLE TO CITY OF TROY.  
PLEASE ENCLOSE A COPY OF THE APPLICANT'S DRIVER'S LICENSE.**

### Clerk's Office Use Only

Form of Payment \_\_\_\_\_

Check Number \_\_\_\_\_

Date Copies Issued \_\_\_\_\_

Amount Enclosed \_\_\_\_\_

Local File Number \_\_\_\_\_

Employee Initials \_\_\_\_\_

**See reverse side for postage options and fee calculations.**

Please check the number of copies requested and the shipping method you desire:

<input checked="" type="checkbox"/>	Number of Copies	Fee Owed
	1	\$ 15.00
	2	\$ 20.00
	3	\$ 25.00
	4	\$ 30.00
	5	\$ 35.00
	6	\$ 40.00
	7	\$ 45.00
	8	\$ 50.00
	9	\$ 55.00
	10	\$ 60.00
	First Class Mail	No Charge
	Certified Mail/Return Receipt	Add \$ 7.00
	Overnight Mail	Add \$ 19.00
	<b>Your Total:</b>	

Shipping Options:

First Class Mail: This shipping option is free of charge and should arrive in seven (7) to ten (10) business days.

Certified Mail/Return Receipt: This service offers delivery security in the way of an article tracking number. Also, the recipient's signature is obtained on a card at the time of delivery, and the card is returned to the City Clerk's Office. Articles are sent First Class Mail and should arrive in (7) to (10) business days. The fee for this service is \$7.00. This option is available for orders within the continental U.S. only.

Overnight Mail: This service guarantees delivery the next business day after mailing. A tracking number is available to track the article online. The fee for this service is \$19.00. Please allow 1-2 business days to process your request.