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**OBTAINING VITAL  
RECORDS FOR A  
CHILD BORN IN  
MICHIGAN**

Birth certificates are obtained free of charge for children born in Michigan. This process is detailed in the [Electronic Case Management System User Guide](#).

**OBTAINING VITAL  
RECORDS FOR A  
CHILD BORN  
OUTSIDE OF  
MICHIGAN**

To request a birth certificate, local office staff must contact the state or country where the child was born. Many states and countries have specific requirements for birth certificate requests. Several states require picture identification and verification of relationship to the registrant. All state or government agencies should be contacted prior to submitting the request for current specifics, updated fees, their federal identification number, and PDF applications (if necessary).

To obtain the contact information for a child born outside of Michigan, go to the Centers for Disease Control and Prevention (CDC) website <http://www.cdc.gov/nchs/w2w.htm>. A list of all U.S. states and territories and their contact information is available. Information is also available on contacting other countries. See [FOM 903-09, Case Service Payments](#) for payment details.

The following format may be used in requesting these birth certificates:

**TO WHOM IT MAY CONCERN:**

The \_\_\_\_\_ County Department of Human Services requests a birth certificate for the following minor who is under the care and supervision of Michigan Department of Human Services:

Name of Child:  
Date of Birth:  
Place of Birth:  
Name of Mother:  
Name of Father:

Enclosed is a check in the amount of \$\_\_\_\_\_ to cover the fee and search.

**Please return the certificate in the enclosed self-addressed postage-paid envelope.**

The court order placing the child under the care and supervision of the Department of Human Services **is to be included.**

Thank you very much for your assistance.

**PROVINCIAL VITAL  
STATISTICS  
OFFICIALS, CANADA**

**International Mail**

Canadian birth certificates are available from the Registrar of Vital Statistics Agency in the province or territory of the applicant's birth. Legislation protecting privacy governs who can access records held by the Vital Statistics Agency. Each of Canada's 10 provinces and three territories have specific requirements and fees (in Canadian dollars) for the birth certificate application process. The Service Canada website [http://www.servicecanada.gc.ca/eng/subjects/cards/birth\\_certificate.shtml](http://www.servicecanada.gc.ca/eng/subjects/cards/birth_certificate.shtml) contains a link for complete information regarding the processes for each province or territory.

**BIRTH RECORDS OF  
PERSONS BORN IN  
FOREIGN  
COUNTRIES WHO  
ARE U.S. CITIZENS  
AT BIRTH**

The official record for the birth of a child abroad to U.S. citizen parent(s) is the Consular Report of Birth Abroad of a citizen of the United States of America. This document, referred to as the Consular Report of Birth or FS-240, is considered a basic United States citizenship document.

Details regarding the replacement of the original FS-240 are provided on the U.S. Department of State's website at [http://travel.state.gov/passport/get/first/first\\_825.html](http://travel.state.gov/passport/get/first/first_825.html). Enclose a check or money order made payable to the U.S. Department of State. Documents will be provided to the person who is the subject of the Report of Birth, the subject's parent(s), the subject's legal guardian, or authorized government agency (include court order).

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**BIRTH RECORDS OF  
NON-CITIZEN  
CHILDREN  
ADOPTED BY U.S.  
CITIZENS**

The Child Citizenship Act (CCA), which became (Public Law 106-395) effective on February 27, 2001, amended Sec. 320 of the Immigration and Nationality Act (INA) to provide U. S. citizenship to certain foreign-born children. Specifically, the child will automatically acquire U.S. citizenship on the date all of the following requirements are satisfied:

- At least one adoptive parent is a U.S. citizen.
- The child lives in the legal and physical custody of the American citizen parent.
- The child is under 18 years of age.
- The child's adoption is a full and finalized, and
- The child is admitted to the United States as a lawful permanent resident.

The child automatically acquires U.S. citizenship by operation of law on the day the youth is admitted to the United States as an immigrant if the child satisfies the requirements listed above. Evidence of the child's citizenship is obtained by applying for a Certificate of Citizenship. In general, most parents who adopt foreign-born children will have completed this process.

Workers must make every effort to obtain a copy of the Certificate of Citizenship from the adoptive parent for the case file. If the certificate cannot be obtained, workers must file form N-600, Application for Certificate of Citizenship, through U.S. Citizenship and Immigration Services. Details regarding this process can be found on their website at <https://www.uscis.gov/n-600>. The current fee for filing is \$550.

While there is a possibility of a fee waiver, this would require that the worker make an appointment with an immigration officer in the Detroit District Office. Therefore, the most expeditious practice is to obtain the certification of birth from the parent, make a copy for the file and return original to the parent.