



BRANCH OFFICE  
 Veterans Memorial Courthouse  
 Lansing, MI 48933  
 inghamclerk@ingham.org  
 clerk.ingham.org

**Barb Byrum**  
**Ingham County**  
**Clerk**

MAIN OFFICE  
 P.O. Box 179  
 341 South Jefferson  
 Mason, MI 48854  
 Phone: (517) 676-7201  
 Fax: (517) 676-7254

**DEATH CERTIFICATE REQUEST FORM**

**Instructions:** Please complete the form below and fax, mail, or email it to my office. Please include all requested information and documentation listed below. Any missing information/documentation will likely delay the processing of your request. *Note: If your request is urgent, please indicate as such and ask that your request be sent via USPS Priority Mail Express for an additional charge of \$40.* Payment may be made by debit/credit card, check, or money order (made payable to Ingham County Clerk). Please no cash.

<b>Death Certificate Information</b>	Decedent's Name on Record (First, Middle, Last)	
	Date of Death (MM/DD/YYYY)	County of Death

<b>Requester Information</b>	Full Name	Phone Number
	Mailing Address	<input type="checkbox"/> Check to receive alerts from Clerk Byrum's office
	Signature (Required)	Email Address

<b>Payment</b>	<b>Payment Calculator</b>		<b>Card Service Fee (only if paying by card)</b>	
	First Copy: \$30.00	\$ 30.00	<b>Subtotal Range</b>	<b>Service Fee</b>
	Each Additional Copy: _____ x \$10	\$ _____	\$0.01 → \$50	\$1.75
	Optional Expedite Mailing: \$40.00	\$ _____	\$50.01 → \$75	\$2.00
	<b>Subtotal</b>	\$ _____	\$75.01 → \$100	\$3.75
	<b>Card Service Fee</b>	\$ _____	\$100.01 → \$150	\$5.75
	<b>Total DUE</b>	\$ _____	\$150.01 → \$200	\$7.25

<b>Card Payment Option</b>	Name on Card	Billing Address (inc. zip code)	
	Card Number	Expiration Date (MM/YYYY)	Security Code
	Signature (Required)		

\*With your signature, you are authorizing any applicable card service fee and agreeing to abide by your cardholder agreement.

Email your request to [InghamClerk@ingham.org](mailto:InghamClerk@ingham.org) or mail it to Ingham County Clerk, PO Box 179, Mason, MI 48854.

**PENALTIES:** Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

**\* Make checks payable to Ingham County Clerk!\***

(Revised 3/2020)