



CITY OF TROY | CITY CLERK'S OFFICE | 500 WEST BIG BEAVER | TROY, MI 48084
248.524.3316 | FAX: 248.524.1770 | E-MAIL: CLERK@TROYMI.GOV

Birth Certificate Request (Certified Copy)

Send Application & Payment to Above Address OR Email OR Appear in Person at the City Clerk's Office.
Hours: 8:00 AM - 4:30 PM, Monday - Friday

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.

Number of Copies _____ Applicant's Signature _____
(Handwritten signature - must match signature on identification provided)

ACCEPTABLE METHODS OF PAYMENT

REQUESTS BY MAIL: Please submit CHECK or MONEY ORDER payable to CITY OF TROY.

ELECTRONICALLY: You may EMAIL the application and driver's license to clerk@troymi.gov AND pay by CREDIT CARD online at www.troymi.gov/ClerkOnlinePayments. APPLICATION & DRIVERS LICENSE accepted in **PDF or JPEG format ONLY.**

REQUESTS IN PERSON: CASH, CHECK, MONEY ORDER, VISA/MASTERCARD.

Please enclose a copy of the applicant's driver's license.

CLERK'S OFFICE USE ONLY	
LOCAL FILE NUMBER _____	FORM OF PAYMENT _____
DATE COPIES ISSUED _____	CHECK NUMBER _____
EMPLOYEE INITIALS _____	AMOUNT ENCLOSED _____
	RECEIPT # _____

See reverse side for postage options and fee calculations.

(Revised 03/14/2024)

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
OR	U.S.P.S. Certified Mail/Return Receipt	Add \$ 8.73
OR	U.S.P.S. Express Mail	Add \$ 30.45
	Your Total:	

Payment Options

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Electronically: You may EMAIL your documents to clerk@troymi.gov AND pay by CREDIT CARD online at www.troymi.gov/ClerkOnlinePayments

In Person: CASH, CHECK, MONEY ORDER, VISA/MASTERCARD.

Shipping Options

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

U.S.P.S. Certified Mail / Return Receipt: This service offers delivery security in the way of an article tracking number. An adult signature is required at the time of delivery for this service. The signed card is returned to our office after delivery. Articles are sent First Class Mail and should arrive in 7 to 10 business days. The fee for this service is **\$8.73**. This option is available for orders within the continental U.S. only.

U.S.P.S. Express Mail: This service guarantees delivery 1 to 2 business days after mailing. A tracking number is available to track the article online. The fee for this service is **\$30.45**. Please allow 1-2 business days to process your request.