

How to Register Your Child's Birth After a Home (Out of Institution) Birth

Congratulations on your growing family. We're excited to help you through the process of registering your child's birth and getting an official birth certificate if your little one was born at home in Michigan and is under a year old. A birth certificate is important because it is the legal record of your child's birth. It can help with health insurance, tax benefits, travel, childcare and education.

Gather your paperwork early – it will make things easier later.

Start gathering paperwork before your due date. You may also wish to contact your local clerk's office, so you know where to go after your baby is delivered, and whether or not an appointment is needed.

What paperwork do you need to get a birth certificate for your child?

You need proof of who you are, proof you were pregnant, proof of live birth and proof that the birth happened in Michigan to get a birth certificate. You must provide at least one document from each category. Examples are listed in the checklist below.

Proof of Identity	☐ Valid government issued photo identification, with photo and signature. ☐ Alternative forms of identification as required by the State Registrar.
Proof of Pregnancy	☐ Prenatal medical records with birth parent's name, date of birth, exam date or lab test date consistent with the date of delivery. ☐ Verifiable letter signed by a licensed medical professional (doctor, midwife, chiropractor, EMS employee, public health nurse). ☐ Signed statement from a social services worker with firsthand knowledge of pregnancy.
Proof of Live Birth	☐ Post-birth medical records (e.g., newborn checkups, immunization records) from a medical professional. ☐ Church baptismal or religious dedication records. ☐ Notarized affidavit from a religious leader. ☐ Signed statement from a nurse or social worker who observed the baby during an at-home visit within two weeks of birth.
Proof Birth Occurred in Michigan	☐ Unexpired Michigan driver's license with current address. ☐ Recent rent receipt, mortgage statement, deed, utility bill, bank statement or pay stub with birth parent's name and address. ☐ If birth occurred at a residence other than your own, provide a notarized affidavit from the tenant confirming the birth details and evidence of their residency. ☐ If birth parent is not a resident of Michigan, provide an affidavit explaining reason(s) for the out-of-institution birth in Michigan.
Other evidence as required by the State Registrar	

If you have any questions about what paperwork is acceptable, please call your local clerk's office or call the State of Michigan Vital Records registration unit at 517-335-6506.

The local clerk's office will give you a **Live Birth Certificate Worksheet**. This worksheet records the child's name, marital status of the birth parent and other facts. It also allows you to choose whether or not you wish to have a social security number provided by the Social Security Administration.

Important: If the birth parent does not go to the clerk's office to file the birth, or if someone else signs the worksheet for the parent, a notarized affidavit from both the parent and the person signing will be required. This affidavit confirms the facts about the birth.

Optional: In some situations, you can also fill out an **Affidavit of Parentage** to establish the rights and responsibilities of the parents. A court order establishing parentage may also be provided.

What if you don't have the right papers?

If you can't provide acceptable, verifiable proof, you may need to go through your local probate court to establish parentage. You will then give the court paperwork to the local clerk's office and/or State of Michigan Vital Records office.

Who can file the birth certificate?

- If your baby was born at home and went to a hospital soon after birth, the hospital will submit the birth certificate for you.
- If a licensed midwife attended the birth, they should file the birth certificate.
- If a medical professional was not in attendance, the birth parent or their spouse may request to file. Someone else who was at the birth may also request to file. In these cases, documentation will be required.

Where do you go to file your child's birth (under age 1)?

Determine the location of the local clerk's office based **on the address where your child was born**. Most counties have one location for filing birth certificates. If your child was delivered in Macomb, Oakland or Wayne county, you will need to check to see if you should go to the city clerk or the county clerk.

When should you file?

If no licensed medical professional attended the birth, you should register the birth at your local clerk's office **within five days of the child's birth** to follow Michigan Law (Public Health Code Act 368 of 1978, MCL 333.2821 and MCL 333.2811).

- Some clerk's offices require an appointment or ask that you arrive at least one hour before closing if you are filing a home birth.
- There is no fee to register the birth within the first year.
- If your child is 1 year or older, you must go through the State of Michigan Vital Records delayed birth registration process. This includes applications and fees. For help, call 517-335-8660.