



## Wayne County Clerk Death Certificate Application



(LexisNexis VitalChek Network Inc. is in partnership with the Wayne County Clerk – Detroit Vitals Division to enable enhanced electronic processing of mail-in vital record applications.)

**Please follow the instructions below when submitting your application.**

### Before completing your request, please note the following information:

- For City of Detroit death certificates, please use the CITY OF DETROIT Death Certificate Application ([http://vitalchek.com/Fax-Phone/MI\\_DETROIT\\_DEATH\\_Applications.pdf](http://vitalchek.com/Fax-Phone/MI_DETROIT_DEATH_Applications.pdf))
- THE WAYNE COUNTY CLERK MAY, AT ANY TIME, REQUEST ADDITIONAL DOCUMENTATION TO HELP DETERMINE THE IDENTITY OR ELIGIBILITY OF THE APPLICANT.

## SEND WITH COMPLETED APPLICATION

1. **For each individual certificate being requested**, the following information must be submitted:
  - A separate application form must be sent for each person's requested certificate.
  - Payment must be included for the total request, including a separate VitalChek Processing Fee for each individual application.
  - If you are submitting multiple applications at the same time, all with the same delivery address, you will only need to include payment for one (1) Delivery Method, not one for each individual application.

2. Please mail your completed application to:  
**Vital Record Mail Services**  
**ATTN: Wayne County Clerk**  
**P.O. Box 222130**  
**El Paso, TX 79913-5130**

**For expedited order placement and processing  
please visit [www.VitalChek.com](http://www.VitalChek.com).**

Please don't include a pre-paid express mail envelope with your request. This will cause a delay in delivery. You must select a delivery method on the next page.

3. Please allow 5 - 7 business days for your application to be received prior to calling our customer service department with any questions about your application. We can be reached at 866-585-2258.

**IDENTITY THEFT PROTECTION ACT 445.65(1) and 445.69(1) prohibit anyone from obtaining a vital record by misrepresenting a person's identity or attempting to use another person's identifying information. A person who violates this law is guilty of a felony punishable by imprisonment for up to 5 years or a fine of up to \$25,000 or both.**



# Wayne County Clerk Death Certificate Application



FOR VITALCHEK USE ONLY

Order # \_\_\_\_\_

**NOTE: DO NOT USE THIS FORM FOR CITY OF DETROIT REQUESTS – please use the separate City of Detroit Application.****STEP 1: CERTIFICATE INFORMATION****Full Name of Person at Time of Death (Certificate Holder)**

first name | middle name | last name | suffix

**Date of Death** (MM/DD/YYYY)**City of Birth (NO DETROIT DEATHS)****Gender**☐ Male☐ Female**Reason for Request****STEP 2: YOUR INFORMATION AND SHIPPING ADDRESS****Your Full Name (Applicant)**

first name | middle name | last name | suffix

**Your Street Address****City****State****Zip Code****Your Relationship to Person Named on Certificate****E-mail Address** (for communication & status updates)**Daytime Phone Number****Name and Address to Send Certificate (if different than noted above)**

first name | middle name | last name | suffix

**Ship To Address****City****State****Zip Code****Your Signature (Applicant)****Date of Application****STEP 3: COST****Certificate Costs****TOTAL A = \$ \_\_\_\_\_**

- ☐ Certified copy (1<sup>st</sup> copy) = \$24.00  
☐ \_\_\_\_ Additional copies = \$7.00 ea  
☐ Death Search = \$3.00

**VitalChek Processing & Handling**

(non-refundable)

**TOTAL B = \$ 8.00****Delivery Method \*****TOTAL C = \$ \_\_\_\_\_ \***

- ☐ UPS Next Day Air = \$19.75 ☐ UPS Alaska, Hawaii, Puerto Rico = \$23.00  
☐ UPS Second Day Air = \$16.00 ☐ UPS Worldwide Expedited = \$34.50  
☐ UPS Canada or Mexico = \$24.00 ☐ U.S. Postal Service Regular Mail = \$ 0.00

UPS will not deliver to a P.O. Box. Processing time may take 7-10 business days.

\* If submitting multiple applications at one time, all with the same delivery address, only include payment for one (1) Delivery Method, not one for each application.

**TOTAL AMOUNT DUE (A+B+C) = \$ \_\_\_\_\_****STEP 4: PAYMENT INFORMATION****Select Payment Method: DO NOT SEND CASH** Submit separate payment for each application☐ **Credit Card** Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Charges will appear on your Credit Card statement as: VCN\*WAYNECOMAILROOM

☐ **Personal or Business Check** If paying by personal or business check, please make payable to VITALCHEK.**STEP 5: MAIL YOUR SIGNED AND COMPLETED FORM****Please mail your completed form, along with ID and additional documentation (if required) to:**

Vital Record Mail Services  
ATTN: Wayne County Clerk  
P.O. Box 222130  
El Paso, TX 79913-5130

Please don't include a pre-paid express mail envelope with your request. Select a delivery method above.

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and processing please visit  
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WCC-MI-D Sept 2023