



# Obtaining Vital Documents for Homeless Individuals

# Today's Presenters:

- ▶ Jessica Altenbernt, Contract Analyst for Housing and Homeless Services
  - ▶ Applying for Reimbursement For Birth Certificates Provided Locally
- ▶ Shelli Wood, Deputy State Registrar, Vital Records & Health Data Services Section
  - ▶ Applying for Birth Certificates from the State of Michigan

# What to expect from this webinar

## Birth Certificates at the local County Clerks Office

- How to receive reimbursement for the cost of a locally-issued Birth Certificate

## Birth Certificates from the State of Michigan

- How to apply for a Homeless waiver for a State application Birth Certificate
- How to expedite an application for a Homeless Birth Certificate

## Contacts for questions

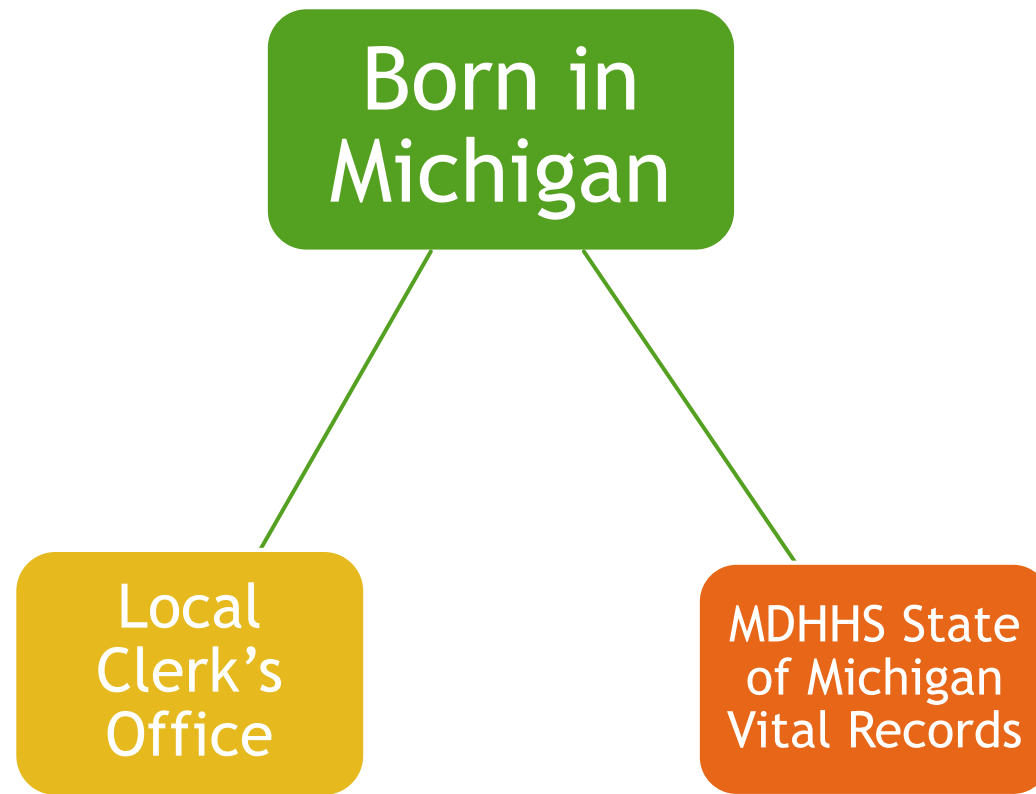
- Hold questions until the end to allow for the process to be presented without interruptions

# Vital Documents Funding

FY20 MDHHS Budget sets aside \$90,000 to reimburse local service providers for the cost of obtaining a birth certificate for a homeless client from a local clerk's office.

Category 1 homeless individuals, when applying for a State of Michigan issued birth certificate can now apply for a fee waiver and receive the Birth Certificate at no cost.

# Two Ways to Obtain Birth Certificate



# Certificates from local Clerk's Office

1

## Obtaining the Certificate

- Follow the local Clerk's process for applying for a Birth Certificate
- Service Provider pays for Birth Certificate at the Local Clerks Office
- Request receipt from Clerk's Office

2

## Requesting Reimbursement

- Complete MDHHS-5832 Homeless Vital Document Request for Reimbursement
- Organize Birth Certificate Receipts
- Batch MDHHS-5832 and Receipts monthly and send to MDHHS-Homeless@Michigan.gov

# Tips when applying for a birth certificate at a local Clerk's Office



Process may look different at each local Clerk's office



Different Identification is Required per the Clerk's process



Fees range from \$5 to \$34 for each Birth Certificate



A Receipt must be requested in order to apply for reimbursement of the fee



Applicant must apply to the County where birth took place

If unable to go in person, application may be obtained, completed and mailed for processing

May need to pay with a check or money order and a receipt may not be provided unless specifically requested

# When requesting reimbursement: who is a Public Service Agency?

- ▶ A non-profit / not for profit agency providing housing assistance to individuals who are homeless.
  - ▶ Can include shelters and MDHHS PATH providers
  - ▶ Can include CMHs
  - ▶ Can include HARAs and other HUD-funded housing providers
  - ▶ Questions about other organizations should be directed to MDHHS



## When requesting reimbursement...

- ▶ Birth Certificate must have been issued by the local Clerk's Office
- ▶ Agency requesting reimbursement **MUST** have a Sigma Vendor ID (registration is obtainable through the State of Michigan)
- ▶ Agency must have access to client HMIS number and be able to verify Category 1 homelessness
- ▶ Category 4 homeless individuals may submit the DCH-VR Homeless Verification Letter on Agency letterhead.
- ▶ Agency must be able to pay for the birth certificate on behalf of the homeless individual
- ▶ Agency must be able to provide receipts and other documentation to MDHHS for reimbursement

# Requesting Reimbursement: Completing the MDHHS-5832

- ▶ Please batch multiple reimbursement requests!
- ▶ Complete fields 1-15; if more than one individual reimbursement is being requested use the table on page 2 to list all individuals served.
- ▶ Organize receipts for those reimbursements being requested.
- ▶ Submit completed form and receipts for reimbursements to [MDHHS-Homeless@Michigan.gov](mailto:MDHHS-Homeless@Michigan.gov) monthly.

<b>HOMELESS VITAL DOCUMENT REQUEST FOR REIMBURSEMENT</b>		
Michigan Department of Health and Human Services		
<p>In accordance with PA 67 of 2019, Section 456, the department shall allocate not more than \$90,000 to reimburse public service agencies of the cost to apply for birth certificates for category 1 homeless individual. When the allocated funding has been exhausted, requests for reimbursement will no longer be considered.</p>		
1. Vendor Name		2. Grantee Number
3. Vendor/Grantee Legal Name		4. Sigma Address Code
5. Vendor Grantee Address Line 1		
6. Vendor Grantee Address Line 2		
7. City	8. State	9. Zip Code
10. Client Homeless Management Information System (HMIS) Number (If more than one individual use table on page 2)		
11. County of Client Current Location		
12. Attach invoice(s) for proof of county payment for each individual for which reimbursement is being requested.		
13. Total Amount Requested	14. Requestor Signature	15. Date
<p>Submit completed form with attachments to <a href="mailto:MDHHS-Homeless@michigan.gov">MDHHS-Homeless@michigan.gov</a>.</p>		
<p>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.</p>		

## When to Apply for a State of Michigan Birth Certificate:

- ▶ When the Birth Certificate is unavailable at the Local County Clerk Office.
- ▶ When the applicant is unable to apply in person at the Local County Clerk Office where they were born.
- ▶ When the applicant is unable to access an application and apply by mail at the Local County Clerk Office where they were born.

The State office will have all birth records filed in the State of Michigan regardless of what county they were born in.

# Applying at the State of Michigan

## Complete the Application:

- Complete Application for a Certified Copy-Michigan Birth Record form
- Identification (will work with individuals on a case by case basis who do not have a State Issued ID)

## Verify Homelessness:

- Provide Homeless Verification Letter
- Provide a copy of HMIS card

## Submit Documents to MDHHS:

- Applicant can apply in person or by Mail
- On line or telephone orders cannot be used for this process

# How to Apply for a State of Michigan Issued Birth Certificate Via Mail:



**Mail the following to the State of Michigan, Vital Records Division:**

Application for a Certified Copy - Michigan Birth record

Homeless Verification Letter

HMIS Card

Valid Government issued Identification - see back of birth record application for alternative identity documents



**Contact Vital Records if applicant is having difficulty gathering the identity documents, the Vital Records office will work with individuals on a case by case basis**

**PART 1 - APPLICANT'S INFORMATION**

Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone w/area code - **Required:** \_\_\_\_\_ Other Phone w/area code: \_\_\_\_\_

**PART 2 - CERTIFICATION OF INFORMATION PROVIDED**

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► **Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Current valid Government-issued photo ID required (see back for Alternative Documents)**

**PART 3 - PURPOSE FOR REQUESTING THE RECORD**

**PART 4 - ELIGIBILITY**-Select the category that qualifies **YOU** to request/receive this Michigan birth record per MCL 333.2882

- |  |  |
|--|--|
| <input type="checkbox"/> Person named on the record  | <input type="checkbox"/> Heir of the deceased person named on the record, and          |
| <input type="checkbox"/> Parent named on the record  | • Relationship to decedent: _____  |
| Note: If adopted, only adoptive parents are eligible   | • Decedent's name at time of death: _____  |
| <input type="checkbox"/> Legal guardian of the person named on the record  | • State where death occurred: _____  |
| (Copy of court documented guardianship papers required)  | • Date of death (Year): _____  |
| <input type="checkbox"/> Licensed attorney representing subject of the record  | If not a Michigan death, must provide death certificate                                |
| (Letter on official letterhead required. <b>Must</b> provide state bar number and the name of the person you represent along with client's identification) | <input type="checkbox"/> Court of competent jurisdiction (Court order & fee required)  |
|  | <input type="checkbox"/> Birth record is at least 100 years old (no photo ID required) |

**PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED**

Date of Birth (mm, dd, year) _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county) _____
<b>Please include first, middle, and last names below:</b>		Is the person named on the record <b>adopted</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child's Full Name At Birth _____	Parent/Mother's Birth Name: _____	Child's Full Name <b>After</b> Adoption: _____
Parent/Father's Birth Name: _____	Parent/Father's Birth Name: _____	Adopted Parent/Mother's Birth Name: _____
If the applicant's current name is different from their birth name on the record, provide info (required)		
<input type="checkbox"/> Marriage: Place of Marriage (state) _____ Date of Marriage _____		
<input type="checkbox"/> Court Ordered <b>New</b> Legal Name (court order must be provided)		
First _____	Middle _____	Last _____

**PART 6 - FEES** Includes one certified copy or no-find letter

<b>Base Fee: Includes One Year Search</b>		
Age 64 and Under	\$34.00	\$
<b>Or Senior Citizen (Age 65+) Reduced Fee</b> (Must be requesting own birth record)	\$14.00	\$
Additional Copies (Each) _____ x	\$16.00	\$
Additional Years Search, # yrs _____ x	\$12.00	\$
(when exact year unknown)		
Years you want searched: _____		
Expedited "RUSH" Service (additional)	\$12.00	\$
<b>Payment to "State of Michigan" TOTAL</b>		\$

For Accounting Use Only

**Is your request complete? Don't forget your ID!**

# How to Apply for a State of Michigan Issued Birth Certificate Via Mail:

All Parts 1-6 need to be completed

- ▶ Part 1:
  - ▶ Applicant name must reflect the applicant/homeless individual
  - ▶ An Agency address and/or phone number can be used for the Applicant's contact address and phone if the person does not have either.
- ▶ Part 5:
  - ▶ If applicant's current name does not match the birth record, additional information is required in Part 5. Enough information must be included for Vital Records to locate the record

Application Link:  
[https://www.michigan.gov/documents/birtha\\_pp\\_6360\\_7.PDF](https://www.michigan.gov/documents/birtha_pp_6360_7.PDF)

# Identification Requirements from Page 2 of the Application:

Contact Vital Records if applicant is having difficulty gathering the identity documents, the Vital Records office will work with individuals on a case by case basis

Vital Records may be able to ask for other identifying documents or personal information to verify a person's identity.

## APPLYING IN PERSON

### LOCATION:

South Grand Building, 1st Floor  
333 S Grand Avenue  
Lansing MI 48933 (corner of Grand & Kalamazoo)

**LOBBY HOURS:** 8:00 am - 5:00 pm M-F except for recognized state holidays.

**DIRECTIONS:** Visit our website at: [www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords) or call 517-335-8666.

**SAME DAY SERVICE:** Orders at our counter must be placed by 3:00 pm in order to receive same-day service. Additional "rush" fee of \$12.00 is required for same-day service and you must allow up to a 2 hour waiting period for the order to be processed. Genealogy requests may take longer.

**PAYMENT:** A money order, credit card or cash can be used at our front counter. A personal check can also be used if NOT same-day service. Make checks and money orders payable to "State of Michigan".

## PROCESSING TIMES FOR MAIL REQUESTS

**REGULAR SEARCH:** The processing time for a regular request is approximately 5 weeks, depending on the volume of requests received.

**EXPEDITED (RUSH) SEARCH:** Processing time for a "rush" request is approximately 2 weeks, depending on the volume of requests received.

**ADDITIONAL INFORMATION:** If you find that the processing times listed do not meet your needs, please call our Eligibility Unit at 517-335-8666 and speak with a customer service representative. They may be able to offer additional help to meet your individual situation.

## MAIL APPLICATION TO

### REGULAR MAIL TO:

Vital Records Requests  
PO Box 30721  
Lansing MI 48909

### RUSH MAIL TO:

Vital Records RUSH  
PO Box 30721  
Lansing MI 48909

[www.michigan.gov/vitalrecords](http://www.michigan.gov/vitalrecords)  
517-335-8666

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability

## IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To prevent identity theft, a copy of the applicant's government issued identification must be presented along with the application and fees.

**Tier 1 Documentation** that establishes identity by itself.

- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. or U.S. Territories Driver's License or Identification Card
- ✓ U.S. Military Identification Card with **both** picture and signature
- ✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document **must** be unexpired. Document **must** contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

—OR—

**Tier 2 Documentation** must include all documentation in one of the categories below.

- ✓ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- ✓ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- ✓ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- ✓ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- ✓ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

—OR—

**Tier 3 Documentation** must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

- ✓ Any of the documents in Tier 1 expired more than 5 years.
- ✓ Social Security Card (must be signed)
- ✓ Marriage or Divorce certificate
- ✓ Your child's birth certificate
- ✓ IRS form W-2
- ✓ Paycheck stub
- ✓ Bank statement
- ✓ Voter registration
- ✓ Motor vehicle registration
- ✓ Health insurance card
- ✓ Utility Bill
- ✓ Doctor/hospital/dentist bill
- ✓ Religious/community organization documents, baptismal certificate
- ✓ Military DD-214 discharge paper or equivalent
- ✓ School records
- ✓ Letter/benefit statement from a government agency, like SSA or IRS
- ✓ Land or rental agreement
- ✓ Military ID with **either** a picture **or** signature.
- ✓ Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who wish to order their birth certificate online, can order via the internet at <http://vitalchek.com>, or by phone US (800) 669-8318, International (615) 372-6800. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only approved online service provider for the State of Michigan.

# Associated Fees:

- ▶ Payment methods accepted include money order, credit card or cash. A personal check may be used for birth records that are not processed for same day receipt.
- ▶ Enter dollar amount even for the requests that are eligible for a Homeless fee waiver.

If applicant is Category 1 Homeless as defined by HUD, they are eligible for a Homeless fee waiver. A Homeless Verification Letter and HMIS Card MUST accompany the application.

<b>PART 6 - FEES</b> Includes one certified copy <u>or</u> no-find letter		
<b><i>Base Fee: Includes One Year Search</i></b>		
Age 64 and Under	\$34.00	\$
<u>Or</u> Senior Citizen (Age 65+) Reduced Fee <i>(Must be requesting own birth record)</i>	\$14.00	\$
Additional Copies (Each) _____ x \$16.00		\$
Additional Years Search, # yrs _____ x \$12.00 (when exact year unknown) Years you want searched: _____		\$
Expedited "RUSH" Service (additional)	\$12.00	\$
<b>Payment to "State of Michigan"</b>	<b>TOTAL</b>	\$



[PLEASE PLACE THIS FORM ON AGENCY LETTERHEAD]

## HOMELESS VERIFICATION LETTER

Michigan Department of Health and Human Services  
Division for Vital Records and Health Statistics

[Date – Must be within 30 days of application]

Shelter Participant (full legal name): \_\_\_\_\_

DOB: \_\_\_\_\_ HMIS Number: \_\_\_\_\_

This form, along with the accompanying HMIS CARD, certifies that the above individual meets the definition of category 1 homeless as that term is defined by the United States Department of Housing and Urban Development.

Please check the location type in which the household currently resides:  
 Emergency Shelter  Place not meant for human habitation  Safe Haven  Other \_\_\_\_\_  Transitional Housing

I, [case manager/representative of referring agency], hereby certify that the information above is true and correct to the best of my knowledge. Per the MDHHS guidelines, the above-named individual is eligible to present this homeless verification for a single proof of residency document (MCL 333.2891(19)), as well as use this verification to request receiving a vital record at the shelter/agency address.

Applicant Initials	Consent
	Applicant is applying for a fee waiver, pursuant to MCL 333.2891(19)
	Applicant would like to use the following shelter address to receive mail: Shelter Provider Name: _____ Shelter Provider Address: _____ Shelter Provider Number: _____

Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Case Manager Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

NOTE: When applying for a Michigan birth certificate, a formal application along with verification of identity will be required.

# Providing a Homeless Verification Letter (DCH-VR)

- ▶ A Public Service Provider, must complete the DCH-VR and print on Agency Letterhead
- ▶ MUST be dated within 30 days of application for State of Michigan issued Birth Certificate
- ▶ MUST include the person's full name, date of birth and HMIS number
- ▶ MUST be signed and dated including a printed Case Manager name and contact phone number.
- ▶ If a minor is applying, minor's name must be on the letter and the parent's ID must accompany the application.

## Homeless Fee Waiver Includes:

- ▶ Fee for the Vital Record Search
- ▶ Fee for Rush processing (if requested)
- ▶ 1 Certified Birth Record

If the Birth Record is not located, a letter stating that the record could not be located.

# Mail Birth Certificate Applications to:



▶ **REGULAR MAIL TO:**

Vital Records  
Requests

PO Box 30721

Lansing MI 48909

▶ **RUSH MAIL TO:**

Vital Records **RUSH**

PO Box 30721

Lansing MI 48909

# Connect with Vital Records:



- ▶ **Shelli Wood**, Deputy State Registrar, Vital Records & Health Data Services Section
  - ▶ Phone: 517-335-9748 or email: [woodm@Michigan.gov](mailto:woodm@Michigan.gov)
- ▶ **Location:** Lobby Hours are from 8am - 5pm  
South Grand Building  
1<sup>st</sup> Floor  
333 S. Grand Avenue  
Lansing, MI 48933  
(Corner of Grand and Kalamazoo)  
Must be in office before 3pm to receive same day.
- ▶ **Eligibility Unit** 1-517-335-8666 or Website: [www.Michigan.gov/vitalrecords](http://www.Michigan.gov/vitalrecords)
- ▶ **General Questions Email Box:** [VRCustomerService@michigan.gov](mailto:VRCustomerService@michigan.gov)
- ▶ **Office Closures:** The State Vital Records Office is closed on recognized state holidays.

# Additional Webinars/Presentations:

- ▶ February 18<sup>th</sup> 2 pm  
<https://attendee.gotowebinar.com/register/2342502230843666701>
- ▶ February 25<sup>th</sup> 10 am  
<https://attendee.gotowebinar.com/register/5700622947815750669>
- ▶ February 18<sup>th</sup> at 11am  
<https://attendee.gotowebinar.com/register/8122867954799742221>

# Other Useful Contacts/Links

- ▶ Housing and Homeless Services: [www.Michigan.gov/homelesservices](http://www.Michigan.gov/homelesservices)
  - ▶ Jessica Altenbernt, Contract Analyst  
Phone: 517-284-8016 or email: [altenberntj@Michigan.gov](mailto:altenberntj@Michigan.gov)
- ▶ Michigan Secretary of State [www.Michigan.gov/sos](http://www.Michigan.gov/sos)
- ▶ MCAH: Michigan Secretary of State Fee Waiver Program  
<https://mihomeless.org/index.php/2017-2018-policy-priorities/>
- ▶ Homeless Assistance and Resource Agency (HARA)  
[https://www.michigan.gov/documents/mshda/MSHDA\\_HARAs\\_Contact\\_List\\_678040\\_7.pdf](https://www.michigan.gov/documents/mshda/MSHDA_HARAs_Contact_List_678040_7.pdf)