



## PAMELA MAYFIELD

Clare County Clerk – Register of Deeds  
Official Abstractor

225 W. Main St.  
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Harrison, MI 48625  
Tel. (989) 539-7131  
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The Clare County Board of Commissioners recently contracted to have a study done on the user fee charges for all County Departments, in order to document the cost of providing services and gauging the demand for service level increases.

Please be advised, at the September 16, 2003, action was taken by the Board of Commissioners to raise the fees for all certified copies of Birth, Death and Marriage Certificates and Divorces effective October 1, 2003 as follows:

### **BIRTH RECORDS**

\$15.00 (1 certified copy)

\$ 5.00 per copy (additional identical copies ordered at the same time)

\$ 6.00 (1 certified copy) – Senior Citizen, 65 years or older

\$ 4.00 per copy (Senior Citizen) for additional identical copies

You can download a [Birth Record Request Form](#) in Adobe format. This is a two (2) page form and both pages need to be completed and returned to process your request. If you do not have Adobe Reader you may click on the icon to be sent to the Adobe

website and download the software.

### **DEATH RECORDS**

\$15.00 (1 certified copy) [Application](#)

\$ 5.00 per copy (additional identical copies ordered at the same time)

### **MARRIAGE LICENSES** - (filing fee still \$20.00)

\$15.00 (1 certified copy) [Application](#)

\$ 5.00 per copy (additional identical copies ordered at the same time)

### **REPLACEMENT FEE:**

\$10.00 changing a death record to correct an error not made within this office

## GENEALOGY SEARCHES:

### [Genealogy Search Information](#)

**\$30.00 deposit**

**\$ 7.50 per 15 minute increments to be charged per individual requests**

## DBA'S:

The purpose of an assumed name certificate (DBA) is to protect the business name you would like to use. By filing a DBA in Clare County, no one else can utilize the name in Clare County.

The DBA is valid for five (5) years and this office sends out an expiration notice one (1) month before it expires. The cost is ten dollars (\$10.00) to file and the filing includes two (2) certified copies. The cost is two dollars (\$2.00) for additional certified copies. If you renew by mail only money orders are accepted.

You may download the form or request it from this office. You can either file it in person or mail it to us. In either case, the form must be notarized. If it is filed in person, do not sign the form until you arrive as this office can notarize it for you.

[DBA form in pdf format.](#)

## Request for verification of a vital record

A request for a verification of a Michigan birth, death or marriage record will be returned to you stamped with an indication that a record was identified, which matched the supplied facts or that no record could be identified which matched the supplied facts. State law (MCL 33.2881 (2)) allows for verification of **ONLY name of the subject to the birth record, date of birth, place of birth and filing date.. This information must match exactly what is on the record.** No additional information can be verified or supplied by this Vital Records Office. State law (MCL 33.2891) (4) requires a \$10.00 fee for each search of the facts for verification.

[Verification Form – Birth Record in pdf format](#)

[Verification Form – Death Record in pdf format](#)

[Verification Form – Marriage Record in pdf format](#)

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