

Section 4. Payment Method (Payment or credit card billing information must be included.)The cost for each record looked up is \$7.00. Each certified record provided is \$8.00. Certified records will not be faxed.

If "no record" is found, you are still responsible to pay \$7.00 for each record lookup.

<input type="checkbox"/> Check or Money Order (Payable to "State of Michigan")	<input type="checkbox"/> Certified record needed (\$1.00 additional per record)
Name on Credit Card (PLEASE PRINT)	Credit Card <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA
Credit Card Account Number	Expiration Date
If paying by credit card, I authorize charging the total amount to my credit card.	
X _____ Signature of Cardholder	____ / ____ / ____ Date

Section 5. Special Delivery Instructions

If you want the record(s) sent to another person or company, complete this section. If address is the same as on the front, leave this section blank.

Please <input type="checkbox"/> Fax <input type="checkbox"/> Mail my record(s) as indicated below.	If the record is faxed and mailed, you will be charged for each delivery method. Certified records will <u>not</u> be faxed.	
Name	Attention (if required)	
Mailing Address	Daytime Telephone Number () -	Fax Number () -
City	State	Zip Code
Explain the reason why you need the record(s) sent to another person or to a company: _____ _____		

Section 6. Requestor Certification (This section must be completed or request will not be processed.)Explain the reason why you are requesting your own record information:

I certify that I am requesting my own record information.

X _____
Signature of Requestor – form must be signed or request will not be processed. _____ / _____ / _____
Date**Penalties for Misuse: Under Michigan law, a person who makes a false representation or a false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in law is guilty of a felony, which may be punishable by imprisonment for up to 5 years and/or a fine of up to \$5,000. Subsequent convictions may result in imprisonment for up to 15 years and/or a fine of up to \$15,000.**

Mail your completed request to:

Michigan Department of State
Record Lookup Unit
7064 Crouner Drive
Lansing, Michigan 48918-1540

Call 517.322.1624 for help in completing this form.

Completed requests may be faxed to 517.322.1181 but must be charged to a credit card.



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