

HOW TO REQUEST A CERTIFIED BIRTH CERTIFICATE

OTTAWA COUNTY

IN PERSON:

Offices at two locations:

Holland Branch – 12251 James St., Holland, MI 49424 (across from Brann's in the Health Services Building).

Grand Haven Branch – 414 Washington Room 301, Grand Haven, MI 49417

Office hours are 8:00-4:30, Monday-Friday. (Holland branch is closed from 12:00-1:00 for lunch).

Birth Certificates cost \$10.00 for first copy, \$4.00 for additional copies. Cash, check or money order accepted.

Any questions, contact the Grand Haven office at 616-846-8310.

US MAIL:

Complete "Application for a Certified Copy of a Birth Certificate"

Cost is \$10.00 for first copy of birth certificate, \$4.00 for each additional copy of same birth certificate.

Send completed form, check or money order, and a copy of your driver's license to Ottawa County Clerk,
414 Washington Room 301, Grand Haven, MI 49417.

Once you receive your birth certificate, please make a photocopy and send to:

Lorri Gierman
Jenison Public Schools
8375 20th Ave.
Jenison, MI 49428

You may also bring the original birth certificate to the Administration Building at the above address and we can make a copy for you.

You may also fax a photocopy of it to us at 616-457-8898.