



HOW TO OBTAIN YOUR CHILD'S DOCUMENTS

BIRTH CERTIFICATE

Your baby's birth certificate is on file at the Emmet County Clerk's Office, located at 200 Division Street in downtown Petoskey at the corner of Lake and Division Streets. The phone number is **231.348.1744**. There is a fee for the first copy and each additional copy. A photo ID is required in order to pick up the birth certificate. NOTE: Credit and debit cards are NOT accepted. Checks are only accepted from Emmet County residents.

SOCIAL SECURITY CARD

You should receive your baby's Social Security Card at your home within two months if you selected this option on the birth certificate worksheet. If you did not elect to have your baby's Social Security card processed with his/her birth certificate, you will need to apply for the Social Security number at your local Social Security Office. If you have any questions or concerns, please call **800.772.1213**.

PATERNITY

If you have completed Paternity Papers while in the hospital, they will be on file with the State of Michigan, Vital Records, in Lansing. The phone number for Vital Records is **517.335.8666**. If you should misplace your Paternity Papers, you may call Vital Records for a copy. There is a fee to obtain Paternity Papers and for each additional copy. There is an application fee to complete Paternity Papers if not done in the hospital. You may obtain the application and instructions from the Emmet County Clerk.