

Please have the following documents available before beginning online registration:

- **Original Certified Birth Certificate***
- **Proof of Residency** (please provide one of the following items)
 - Mortgage payment receipt
 - Property tax bill
 - Rent receipt
 - Utility bill or current rental lease
- **Valid Parent/Guardian Identification** – Driver’s license, state ID or passport (a photo taken with a cell phone is acceptable)
- **Proof of Custody** (when applicable) - You must have court-issued papers showing that you have legal physical custody
- **Current Immunization Records** - State law prohibits a child from attending a new school without proof of immunization - [Vaccines Required for School Entry](#)

**An Original Certified Birth Certificate can be obtained through the following ways:*

- Order online at www.vitalcheck.com
- Go to the courthouse of the county where child was born
- Contact State of Michigan Vital Records at (517) 335-8656