

**Macomb County  
Clerk / Register of Deeds  
Fax-on-Demand System  
From your fax machine call~  
In Michigan: (888) 99-CLERK  
Out-of-State: (310) 575-5035**

To access the fax-on-demand system, dial the number given above. Press the appropriate touch-tone keys in response to the voice prompts. When prompted for a document number, select your choice from the list below.

Requested documents will be immediately faxed to you. The system is available 24 hours per day, seven days per week. There is no charge for using this service.

*Macomb County Clerk's Office  
40 North Main, 1st Floor  
Mount Clemens, MI 48043  
(586) 469-5120*

*Email: clerksoffice@macombcountymi.gov*

*Macomb County Register of Deeds  
10 North Main, 2nd Floor  
Mount Clemens, MI 48043  
(586) 469-5175*

*Email registerdeeds@macombcountymi.gov*

*Monday through Friday  
County Office Hours: 8:30 a.m. – 5:00 p.m.  
Circuit Court Hours: 8:00 a.m. – 4:30 p.m.  
Wednesdays:  
Vital Records: 8:00 am – 7:00 p.m.*

*Visit Macomb County on the internet!  
<http://www.macombcountymi.gov>*

<b>DOCUMENT DESCRIPTION.....</b>	<b>NUMBER</b>
Macomb County directory request form .....	1000
2006 Macomb County Directory Pamphlet.....	2000
Map to the Clerk / Register of Deeds Office .....	2010

**CONCEALED WEAPON SECTION**

Concealed Pistol License Application .....	2500
Application Requirements.....	2510
Claim of Appeal on Denial of Application for Concealed Weapon License .....	2520

**CIVIL SERVICE COMMISSION – SHERIFF**

Application packet.....	2700
Application for Appointment to Commission .....	4000

**VITAL RECORDS**

**~ County Forms ~**

Fax/mail request form for certified copies of birth, death, marriage, business registrations, military discharge records.....	3010
Marriage license requirements .....	3120
Michigan Notary Public application and information sheet.....	3140
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Co-partnership certificate with instructions.....	3155
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Sole proprietorship/co-partnership Irrevocable Consent Form.....	3175

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Application for Senior Citizen MI birth record .....	3105
Application for authenticated MI birth record .....	3020
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Mail/Counter application for MI marriage record.....	3035

Mail/Counter application for authenticated MI marriage record .....	3060
Request for verification of MI marriage record .....	3061
Application to add a father on MI birth record .....	3070
Application to correct or change a MI birth record.....	3080
Mail/Counter application for a MI divorce or annulment record .....	3085
Mail/Counter application for authenticated MI divorce record .....	3090
Request for verification of MI divorce record.....	3095

**CIRCUIT COURT**

Fax/mail File Room document request form .....	5005
Fax filing cover sheet.....	5000
16th Judicial Circuit Local Court Rules - Macomb County.....	5200
16th Judicial Circuit pleadings cover sheet .....	5210
Circuit Court Fee Listing .....	5215
Miscellaneous Order form.....	5220
Asset/Liability Disclosure Form.....	5225
How to get a personal protection order .....	5230
Motion and Order to Show Cause for violating a PPO.....	5240
Personal protection order packet.....	5250
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Proof of Service form .....	5290
Request for hearing on a motion form.....	5300
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Affidavit and order suspension of fees/costs.....	5340
Default application, entry, affidavit form .....	5350
Default application and non-military affidavit and entry (domestic relations) form.....	5360
Ex parte order form .....	5370
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Drug Court Eligibility Screening .....	5420
Drug Court Participant Handbook .....	5430
Request and Order to Seize Property .....	5440
Order regarding installment payments form.....	5450
Garnishment motion to pay form.....	5460
Garnishment release form .....	5480
Request and writ for garnishment (income tax refund/credit) form.....	5490
Petition for Installment Payments form.....	5500

Garnishee disclosure form .....	5510
Garnishee calculation sheet for earnings form ..	5520
Request and writ for garnishment (non-periodic) form .....	5530
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Macomb Co. Circuit Court Mediator App .....	5560

### ELECTIONS

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Macomb County School Board Trustees .....	6150
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**Carmella Sabaugh**  
**Macomb County**  
**Clerk/Register of Deeds**

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**Document Directory**

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MAP OF DOWNTOWN MOUNT CLEMENS

