

How to Apply for a Notary Public Commission

Obtain an application by:

Fax: In Michigan, call (888) 99-CLERK or Out-of-State call (310) 575-5035 and request document #3140

Internet: Select Notary Public at

www.macombcountymi.gov/clerksoffice

In person/by mail: Clerk's Office, 40 North Main Street, Mount Clemens, MI 48043

- You must apply in the County that you live in and be at least 18 years of age
- The applicant must complete the application from the Secretary of State and acquire a surety bond in the sum of \$10,000 from a surety agent licensed to do business in this state. The applicant must file the surety bond and \$10 filing fee at the County Clerk's Office.
- With either filing option below, the applicant can use the Notary Public Application Cover form to indicate payment with a credit card and designate delivery options to receive a copy of the County sealed application. If the application was given to the Clerk's Office by:
 - U.S. mail:** the signature must be notarized at the time the applicant signed the application
 - In Person:** the signature can be previously notarized or if the applicant signs the application in front of the deputy clerk, staff can notarize it. Applicants must show their drivers license or state ID.
- The County Clerk shall verify the bond and affix the county seal to the application.
- The applicant shall submit, via mail, the county approved application to the Secretary of State along with the required \$10 application fee.
- When the Secretary of State approves an application, the applicant receives their notary commission by mail. The appointment would expire on his or her birthday between six and seven years after the date of appointment.
- When the Secretary of State denies an application, the applicant receives a denial letter with appeal rights by mail.

Fees

\$10.00 bond filing fee

How to Apply for Concealed Weapon Licensing

Obtain an application by:

Fax: In Michigan, call (888) 99-CLERK or Out-of-State, call (310) 575-5035 and request document #2500

Internet: Select Weapons Licensing at

www.macombcountymi.gov/clerksoffice

In person: Macomb County residents can pick up a free Concealed Pistol License Application Kit from any local police department, Macomb County Sheriff Department or the Macomb County Clerk's Office at 40 North Main, Mount Clemens, MI 48043.

If you are a current or retired Police Officer, please call the Clerk's Office for instructions.

Licenses issued after July 1, 2003 expire on the licensee's birthday between four and five years from the date of issue.

- You must apply in the county that you live in and be at least 21 years of age.
- The application must be turned into the Macomb County Clerk's Office with the fingerprint card, passport quality photograph and certificate of training (if required). The applicant must sign the application in front of the deputy clerk.
- An application is considered a renewal if the applicant has received a license under the training requirements set forth in the Act after July 1, 2001. A license is renewed in the same manner as the original license, including fingerprints. An individual must complete a pistol safety-training course if renewing a license for the first time that was issued prior to July 1, 2001.
- For individuals licensed after July 1, 2001, and subsequently applying for a renewal, completion of the pistol safety-training course is not required. However, the applicant must complete at least three hours of review of the required training and have at least one hour of firing range time in the last six months preceding your application. Each applicant shall sign a statement certifying that they have complied with P.A. 372 of 1927 section 5j.

Training under P. A. 372 of 1927 section 5j taken after October 1, 2004 must be a program certified by the State of Michigan or a national or state firearms training organization. Call the National Rifle Association (NRA) for instructors at (703) 267-1430 or for an affiliated club at (800) 672-3888.

Fees

\$120.00 processing fee (\$105 application fee + \$15 photo processing)

General Office Information

Visit our 24-hour **Fax-on-Demand** service (outgoing fax service only) from your fax machine and request document #1 for a complete listing of documents:

In Michigan: (888) 99-CLERK

Out-of-State: (310) 575-5035

Clerk's Office methods of payment accepted: Cash, VISA/MasterCard/Discover/American Express (credit cards are accepted for most services); checks and money orders must be made payable to: Macomb County Clerk

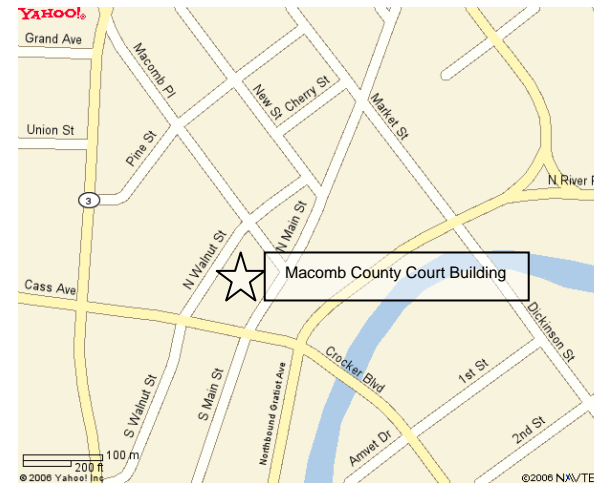
Office Hours

Clerk's Office 8:00 a.m. – 5:00 p.m.

Wednesday hours..... 8:00 a.m. – 7:00 p.m.

Register of Deeds 8:00 a.m. – 5:00 p.m.

Circuit Court..... 8:00 a.m. – 4:30 p.m.



MAP OF DOWNTOWN MOUNT CLEMENS

Rev. 01/07



Carmella Sabaugh Macomb County Clerk/Register of Deeds

- Vital Records:
Birth, Death, Marriage, Military
- Business Registrations
- Notary Public
- Concealed Weapon Licenses
- Civil Service Commission
- Elections
- 16th Judicial Circuit Court

Macomb County Clerk's Office

Circuit Court Building
40 North Main Street, 1st Floor
Mount Clemens, MI 48043
(586) 469-5120

<http://www.macombcountymi.gov/clerksoffice>

Email: clerksoffice@macombcountymi.gov

Macomb County Register of Deeds

County Building
10 North Main Street, 2nd Floor
Mount Clemens, MI 48043
(586) 469-7953

<http://www.macombcountymi.gov/registerdeeds>

Email: registerdeeds@macombcountymi.gov

To Obtain Certified Copies of Birth Records, Death Records, Marriage Records, and Business Registrations

Obtain an application by:

Fax: In Michigan, call (888) 99-CLERK or Out-of-State call (310) 575-5035 and request document #3010
Internet: www.macombcountymi.gov/clerksoffice
In person/by mail: Clerk's Office, 40 North Main Street, Mount Clemens, MI 48043

• **Birth Records**

Birth records are not public records and can only be obtained by the individual or the parents of the individual. Requestor must present valid photo identification (driver's license) or three pieces of identification (one piece of photo identification must be included) to the Clerk's Office. Required information includes the name of person on birth certificate, date of birth, father's name and mother's maiden name. Requests by mail must include the above information, a copy of photo identification and a signed and dated letter.

• **Death Records**

Death records are not available for viewing, but may be purchased by anyone. Required information includes name of decedent, date of death and place of death. Requests by mail must include the above information and a signed and dated letter. *Search death names at:* www.macombcountymi.gov/clerksoffice

• **Marriage Licenses**

Marriage licenses are not available for viewing, but may be purchased by anyone. Required information includes the names of bride/groom and the date of marriage. Requests by mail must include the above information and a signed and dated letter.

• **Business Registrations**

Business registrations are not available for viewing, but may be purchased by anyone. Required information includes the name of the business or business owner(s). Requests by mail must include the above information and a signed and dated letter.

Fees

Birth/Death/Marriage:
\$10.00 first certified copy; \$3.00 extra copy
\$3.00 first certified copy; \$1.00 extra copy

How to File a Business Registration

Forms can be obtained by:

Fax: In Michigan, call (888) 99-CLERK or Out-of-State call (310) 575-5035 and request document #3150 for sole proprietorship or #3155 for co-partnership
Internet: Select Business Registrations at: www.macombcountymi.gov/clerksoffice
In person/by mail: Clerk's Office, 40 North Main Street, Mount Clemens, MI 48043

To file a business registration in Macomb County, business, except corporations and some partnerships, are registered by submitting the proper form at the Clerk's Office.

- You must be 18 years of age to file
- All owners of the business must be present if preparing the form in the Clerk's Office and our staff will notarize all of the signatures
- All people signing must be present and show proper photo identification (driver's license)
- If submitted by mail or fax, this form must already be notarized

Fees

\$10.00 filing fee (includes 2 certified copies)
\$3.00 certified copy
\$1.00 extra certified copy of same document

Search registered business names at:
www.macombcountymi.gov/clerksoffice

Civil Service Commission

The system is used in the Sheriff's Office for employing, promoting and disciplining employees. It is based on the examination and investigation of all civil service officers and personnel in regards to merit, efficiency and fitness for appointment, employment and promotion. In addition, the Commission regulates the transfer, reinstatement suspension and discharge of officers and provides for referendums. According to P.A. 298 of 1966, Sec. 51.360(10c), Sheriff's Office applicants must be 18 years old and a resident of Michigan for one year before applying. Applications are available for pick up in the Clerk's Office or they can be mailed. When applying for a position, the applicant must appear in person at the Clerk's Office with the completed application and the required supporting data.

How to Apply for a Marriage License

Obtain an application by:

Fax: In Michigan, call (888) 99-CLERK or Out-of-State call (310) 575-5035 and request document #3120
Internet: select Marriage Records at : www.macombcountymi.gov/clerksoffice
In person/by mail: Clerk's Office, 40 North Main Street, Mount Clemens, MI 48043

- Only one applicant must be the Macomb County resident
- The following information is required for both applicants: full name, age, date of birth, city and state of birth, social security number, father's first and last name, mother's first and maiden name and parents' birthplace (state only - if born out of the United States, country only)
- There is a three-day waiting period after completing an application before a license may be picked up or mailed. After issuance, applicants must marry within 33 days of the application date.

Applicants under 18 years of age must appear with a parent or guardian and present his/her certified birth certificate. Both the applicant and parent or guardian must present photo identification. Out-of-state residents must apply in the county where the marriage will take place.

Fees

\$20.00 application fee for Michigan residents
\$30.00 application fee for non-residents

Military Discharge

Certified copies of Military Discharge papers (DD214) are available to the discharged military person or beneficiaries only; proper photo identification is required. Heirs must provide proof of death and evidence of relationship. It is the responsibility of the service person to file copies of the original documents at the County Clerk's Office in the county of residence at the time of separation from the military, proper photo identification is required at the time of filing. Only complete documents with original signatures are acceptable.

Fees

No filing fee, 1 FREE certified copy given
\$1.00 extra certified copy of same document

16th Judicial Circuit Court

The Macomb County Circuit Court is called a trial court of general jurisdiction in civil cases involving more than \$25,000; domestic relations cases; cases seeking equitable relief; felony criminal cases and high court misdemeanors. The Court also has jurisdiction over certain appeals from district courts and superintending control over the Macomb County district courts. The Macomb County Jury Room oversees the selection of jurors for circuit, probate and some district courts. A computer randomly draws juror names from a list of resident drivers and persons with a Michigan identification card. The term of jury service is either one day or one trial.

Search the Circuit Court index at:
www.macombcountymi.gov/clerksoffice

Fees:

\$20.00 motion fee
\$10.00 certification fee (document must be copied in their entirety) plus \$1.00 for each additional page in the document
\$.40 record copy per page fee

Elections

Register to Vote - If you are a citizen of the U.S. at least 18 years of age on or before Election Day and a Michigan resident for at least 30 days you can register to vote. You may obtain a voter registration form via fax by calling (888) 99-CLERK and requesting document #6590. Mail the completed registration form to your city or township clerk. If you register to vote by mail, you must vote in person in the first election in which you participate. This restriction does not apply to voters 60 years of age or older voters who are disabled or overseas voters. Registration may also be done in person at any Secretary of State branch office, County Clerk's Office or your city or township clerk's office.
Absent Voting: You may vote absentee if you meet at least one of the statutory reasons for not voting in person. Contact your city or township clerk on or before 2:00 p.m. the Saturday immediately preceding the election to request an absent voters ballot application.

Search campaign finance records at:
www.macombcountymi.gov/clerksoffice