

**Dan McKinney, County Clerk**

**Shirley Thennes, Deputy County Clerk**

**Jan Varoni, Recording Clerk**

**Kim Fannin, Accounts Payable Clerk**

**Donna LaFoilie, Payroll Clerk**

The County Clerk acts as a general secretary to the county.

Maintenance of public records  
Clerk of the Schoolcraft County Board of Commissioners  
Clerk of the circuit court  
Administrator of elections  
Passport agent.

Public records which must be maintained according to law, including those of births, deaths, marriages, concealed weapons permits, notaries public, assumed names, Circuit Court files, and minutes, resolutions, and contracts approved by the County Board.

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## **Schoolcraft County Clerk Services:**

VITAL RECORDS                      GENEALOGY                      DOING BUSINESS AS  
MILITARY DISCHARGE              MARRIAGE LICENSE              PASSPORTS  
NOTARY PUBLIC                      CRIMINAL RECORD CHECKS      CONCEALED WEAPONS PERMITS

***The following is provided for information, only.  
Requests for services must be made in writing to:***

Office of the County Clerk  
County Courthouse  
Manistique, MI 49854

300 Walnut Street, Room 164

### **VITAL RECORDS**

Birth Records	Available from 1867 to present
Death Record	Available from 1867 to present
Marriage Records	Available from 1850 to present
<b>Fees for Vital Records Services</b>	
\$10 for the first copy of a record \$3 for additional of same	Senior Citizen Discount (over age 65):

\$7 for each copy

\$3 for additional of same  
(your own birth record or that of  
your child only - in person, or  
upon written, signed request)

**To submit a request for copies of vital records: Call the County Clerk's Office at (906)341-3618 or email our office at [scregister@chartermi.net](mailto:scregister@chartermi.net)**

**A COPY OF PHOTO ID IS REQUIRED FOR ALL VITAL RECORDS REQUESTS!**

### **CREDIT CARD CONVENIENCE**

The County Clerk's Office has entered into an agreement to provide a remote service which expedites the processing of various types of vital records and court records through the use of a credit card.

- This is a faster convenient user-friendly service
- TO order a vital record please contact the Schoolcraft County Clerk 300 Walnut Street Manistique, MI 49854
- or you may call the Schoolcraft County Clerk directly at 906-341-3618

**You may pay by credit card** by calling Government Payment Services toll-free at: 1-888-604-7888, or on the web at <https://www.govpaynow.com/gps/user/> You will need to obtain a code from County Officials before credit card payment can be made.

**Please note: an additional fee will be charged when using your credit card to order a vital or court record.**

## GENEALOGY

All records are open to the public, with the exception of birth records for which we can only verify information. In the case of a **deceased** ancestor, this record may be purchased.

### Regulations

Indexes and records are governed by statute. This office will immediately address any suspected misuse of indexes/records.

Pens are prohibited in the genealogy area.  
Food or drink of any type is prohibited in the genealogy area.  
No indexes/records may be removed from the genealogy area except by the Clerk's staff.  
Mutilation or destruction of any indexes/records is punishable by fine or imprisonment.

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## DOING BUSINESS AS (DBA)

D/B/A or "Co-partnership" forms are available in the County Clerk's office and protect the name of a business in Schoolcraft County for a period of five years. After five years an expiration notice will be sent to reapply. The fee for the D/B/A application is \$10.

## MILITARY DISCHARGE

DD214 (military discharge) forms can be filed in the office of the County Clerk. There is no filing fee for DD214 forms.

(Copies are also free of charge to veterans or their heirs)

## MARRIAGE LICENSE

### APPLICATION:

A marriage license cannot be applied for more than 33 days before the date of marriage. Once application is complete, the license can be picked up from the County Clerk's office three days later. It is valid for a period of 30 days. The license is void, unless the marriage is solemnized within 33 days of the date of application.

In cases where the three day waiting period is a problem, there is an additional \$25 fee to complete a form requesting the three day waiting period be waived.

### FEES:

Michigan Residents	\$20.00
Out-of-State Residents	\$30.00
Waiver of 3-day Waiting Period	\$25.00
<b>AGE REQUIREMENT:</b>	
The age requirement for getting married is 18 without parental consent, ages 16 and 17 need parental consent, age 15 and under must go through Probate Court. Should the parents of a minor child have divorced, consent of the custodial parent is required.	
<b>RESIDENCY:</b>	
It is necessary for all parties intending to be married to obtain a marriage license from the County Clerk of the county in which either the man or woman reside and to deliver the license to the individual who is to perform the marriage before the marriage is performed. Michigan residents can then be married in any county within the state. If both parties to be married are non-residents of Michigan, the marriage license must be obtained from the county clerk in the county in which the marriage is to be performed.	

## **PASSPORTS**

### **Requirements to apply for Passport:**

- Proof of Citizenship (Certified Copy of Birth Record, Previous Passport, or Naturalization Record)
- Valid Driver's License
- Two Identical Passport Photos (Can be taken at County Clerk's Office)
- Standard Processing is 5-6 Weeks

### **Fees:**

- \$100.00 for Passport Book (16 and over) – Must be Cash, Check or Money Order
- \$75.00 for Passport Book (under 16) – Must be Cash, Check or Money Order
- \$60.00 (expedite fee if needed in less than 6 weeks) – Must be Cash, Check or Money Order
- \$45.00 for Passport Card (16 and over) – Must be Cash, Check or Money Order
- \$35.00 for Passport Card (under 16) – Must be Cash, Check or Money Order
- Additional \$32.46 for mailing of expedited requests.
- \$10.00 (Certified Copy of Birth Record if needed)
- \$15.00 Passport Photos

date of issue).

If the person is under 14 years of age both parents must be present along with the child.

If the person is a minor, 14 or older, one parent must be present with the child.

Renewal by mail: Adult- \$75.00 Minor-\$60.00.

-Check with U.S. Department of State to see if you are eligible for renewal by mail, or to obtain your passport application online at;

[www.travel.state.gov](http://www.travel.state.gov)

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### NOTARY PUBLIC

The County Clerk's Office has an employee who is a notary public.

There is no fee for notarizing a document. Notary certifications are \$10.00.

### CRIMINAL RECORD CHECKS

A \$10.00 fee will be charged for all Criminal and Civil Record Checks.

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### WHERE DO I VOTE?

Townships	Precinct	Polling Place
Doyle	Pct. 1	Doyle Township Hall, Gulliver
Germfask	Pct. 1	Germfask Township Hall, Germfask
Hiawatha	Pct. 1	Hiawatha Township Hall, M-94, Manistique
Inwood	Pct. 1	Inwood Township Hall, Cooks
Manistique City	Pct. 1 & 2 Pct. 3 & 4	Lincoln School, Manistique Youth Center Building, Manistique
Manistique	Pct. 1	Manistique Township Hall, River Rd., Manistique
Mueller	Pct. 1	Mueller Fire Department, Gulliver
Seney	Pct. 1	Seney Township Hall, Seney
Thompson	Pct. 1	Thompson Township Hall, Thompson

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### VACANCIES TO VARIOUS COUNTY BOARDS AND COMMISSIONS

- 2010

Interested applicants may submit a letter of interest for appointment to The Schoolcraft County Clerk.

[Click Here](#) for a list of **vacancies to various County Boards and Commissions**.

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**Schoolcraft County Tax Abatement Policy:**

Schoolcraft county has implemented a tax abatement policy for businesses meeting certain requirements. All abatements must be approved by local areas of government and the Schoolcraft County Board of Commissioners.

Please contact the County Clerk's Office for a copy of this policy.