

*How to Use the * for Wildcard Searches*

Using the wildcard (asterisk, *) can expand your search when you're not sure of a name spelling, or if the name may contain a hyphenated or multi-part name. Also, you will want to search this way to avoid duplicating existing MCIR records. Using the * will bring these records up: not doing so means you may miss the very record you're looking for. Here are some name examples and searching tips:

- Jacquelyn could also be spelled as Jacqueline (search as Jacqu~~e~~l*)
- Devont~~e~~ vs Devont~~a~~e or Davont~~a~~ (search as Dev* or *vont*)
- Morr~~i~~son could be Mor~~i~~sson (search as Mo*i*son*)
- McL~~a~~ughlin vs McC~~l~~aughlin (search as *Laughlin)
- William vs William~~s~~ (search as William*)
- Smith vs Smyth (search as Sm*th)
- Robert vs Robert~~s~~on (search as Robert*)

If the name is listed as Juan-Castro Amaro-Alvarez III try a wildcard search of:

- *Amaro* or *Alvarez* in the Last Name, or
- *Juan* or *Castro* in the First name

Often, searching using only the first name (or part of the first name with a wildcard *) with the birth date is the most efficient search.

- ***Using the FEWEST search criteria will give you the greatest chance of finding the record.***
- ***Do not fill in every field on the Add/Find screen: this kind of search is too specific. Doing this will not likely yield a found record.***

To obtain a specific and appropriate match, use information from the person's birth certificate. MDCH's Division for Vital Records & Health Statistics updates the MCIR for anyone born in Michigan on or after January 1, 1994. Many of these updates are completed via an Electronic Birth Certificate (EBC). Ninety-seven percent of all children born in Michigan are entered into the MCIR within two weeks. However, a newborn's record may not be in the MCIR due to a child not being born in a Michigan hospital or due to a processing delay. If a child has been recorded into the MCIR using data obtained from the EBC, the child's legal name and date of birth are good search criteria.

Note: you will not be able to add new records to MCIR using a * search.

When is it OK to add a new record to MCIR? 1. After multiple wildcard (*) searches
2. If the person was born outside of Michigan
3. If the person was born before January 1, 1994

To add a person, you will need to search twice in a row using the exact same criteria each time. Then you will get the option to add a person.