



Health

Office of Vital Records

125 Worth Street, CN-4, Room 133
New York, N.Y. 10013-4090

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON BACK

OFFICE USE ONLY

DO NOT WRITE IN THIS SPACE

BIRTH CERTIFICATE APPLICATION (Please Print Clearly)

Form with fields for: 1. LAST NAME ON BIRTH CERTIFICATE, 2. FIRST NAME, 3. FEMALE/MALE, 4a. EXACT DATE OF BIRTH, 4b. DATE OF BIRTH SEARCH, 5. NAME OF HOSPITAL OR ADDRESS WHERE BORN, 6. BOROUGH WHERE BORN, 7. MOTHER/PARENT'S NAME BEFORE MARRIAGE, 8. BIRTH CERTIFICATE NUMBER, 9. FATHER/PARENT'S NAME, 10. WHY DO YOU NEED THIS BIRTH CERTIFICATE, 11. DO YOU NEED A LETTER OF EXEMPLIFICATION?, 12. HOW MANY COPIES DO YOU NEED?, 13. HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE?

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

Mailing and contact information fields: NAME, STREET ADDRESS, CITY, STATE, ZIP CODE, APT. NO., DAYTIME PHONE NUMBER, E-MAIL ADDRESS, Telephone Number.

NOTE: Copy of a birth record can be issued only to persons to whom the record of birth relates, if of age, or to a parent or human service organizations. It is a violation of law to make a false, untrue or misleading statement or forge the signature of another on this application. Violations are a misdemeanor punishable by a fine of up to \$2,000.

14. CUSTOMER SIGNATURE AND DATE, 15. CUSTOMER COMMENTS/ADDITIONAL INFORMATION

FEES

\$15 per copy x _____ copies \$ _____
Cost of certified copy includes a two consecutive year search
\$3 for each extra year searched x _____ years \$ _____
Total Amount Enclosed: \$ _____

IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED. CASH IS NOT ACCEPTED BY MAIL OR IN PERSON.

APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED

STATE OF _____
COUNTY OF _____
SUBSCRIBED AND SWORN BEFORE ME:
THIS _____ DAY OF _____, 20 ____
NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC SEAL

ORDER BIRTH CERTIFICATES QUICKLY AND SECURELY AT WWW.NYC.GOV/VITALRECORDS

IMPORTANT BIRTH CERTIFICATE INFORMATION

- You can obtain a birth certificate for yourself if you are at least 18 years old, or for your child, with current identification. Detailed instructions for attorneys submitting requests on behalf of their clients are available online at www.nyc.gov/vitalrecords.
- Falsifying information, including forging a signature, to obtain a birth certificate is a misdemeanor and violators may also be subject to a fine of up to \$2,000 per violation.
- Submitting fraudulent identification is a crime and violators are subject to prosecution.
- Credit cards are not accepted for mail-in orders. If from a foreign country, send an international money order.
- Please allow 10–15 days processing time for all long form/vault certificate orders submitted in-person.
- Processing of mailed applications takes approximately 30 days.

3 WAYS TO ORDER A NEW YORK CITY BIRTH CERTIFICATE

- **Online:** Visit www.nyc.gov/vitalrecords to order using a credit card, debit card, or electronic check. Online orders are processed within 24 hours on weekdays, and UPS express mail delivery is available.
- **Walk-In:** Go to 125 Worth Street in Lower Manhattan and use the Lafayette Street (handicapped accessible) or Centre Street entrances. We are open Monday through Friday 9:00AM – 3:30PM. Lines are shortest in the morning.
- **By Mail:** All mailed applications must be notarized. Mail your application to 125 Worth Street, CN-4, New York, NY 10013. Be sure to include a self-addressed, stamped, envelope with your check or money order payable to the NYC Department of Health and Mental Hygiene. You must provide a photocopy of Category 1 identification or original copies of identification from either Category 2 or Category 3 (see *below*).

Identification (ID) Requirements to get a Birth Certificate for you or your child.

Category 1: We accept any of the following, **IF** it includes your photo, your signature and is unexpired:

- Driver's License
- Passport
- Government ID
- Employment ID with pay stub

Category 2: If you don't have any of the above, we also accept the following:
(certificate will be mailed to address on documents provided)

- Inmate photo ID with release papers
- Two different documents as indicated below IF they show your name and address and are dated within the past 60 days:
 - Utility or telephone bills
 - Letter from a government agency

Category 3: If you can't provide the above, please get:

- An original letter (we do not accept photocopies) on letterhead from a recognized organization such as the police department or a social services agency explaining why you are unable to provide photo ID from either category above