



Thank you for contacting the City of New York with your request for a certified copy of a birth certificate.

Before submitting this application by mail, please be aware that ordering a birth certificate online at www.nyc.gov/vitalrecords is a much faster and convenient process. Using a credit or debit card, you can securely order a birth certificate online and it will be processed by the Office of Vital Records **within 24 hours**. Currently, the processing time for mailed applications is approximately 30 days. You may use a credit or debit card in your name to order birth certificates for you and your children, provided you are named on the birth certificates.

Additional information on the online ordering process is available 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.
- You can obtain a birth certificate for another person **ONLY** if you have a notarized letter from the person or the person's parent.
- 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.
- Please allow 10–15 days to receive long form/vault certificates.
- ID requirements are subject to change.

3 WAYS TO ORDER A NEW YORK CITY BIRTH CERTIFICATE

- **Online.** Visit www.nyc.gov/vitalrecords If you have a credit card, this is the most convenient way to order.
- **By Mail.** 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. You will need to provide a photocopy of Category 1 identification (*see below*).
- **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.

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:

- 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
 - Certificate will be mailed to address on documents provided

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

OR

- The following from your landlord:
 - A notarized letter from your landlord verifying your name and address
 - Utility or telephone bill showing landlord's name and address
 - Photocopy of landlord's unexpired photo ID

ID Requirements to get a Birth Certificate for someone other than you or your child

- Unexpired and valid photo identification for both you and the person named on the certificate
- An original, notarized letter (*see below*) from the person named on the certificate authorizing its release to you – signature on letter must match signature on ID
- Only one certificate will be issued

Notarized Letter Requirements

- Letter must be written and dated within past 30 days
- Notary's commission must be current and verifiable
- Required number of notary stamps must appear on letters from foreign countries
- Other requirements may apply, depending on the situation