



Office of Vital Records
125 Worth Street, Room 133
New York, NY 10013
www.nyc.gov/vitalrecords

The NYC Department of Health allows registered nonprofit agencies with children and/or developmentally disabled adults under their care as well as government agencies to order certified copies of birth and death certificates online. Using a credit card, debit card, or electronic check, your order will be processed by the Office of Vital Records within five business days. Ordering online also allows you and your staff to avoid the lines experienced by those applying in-person and the extended processing time for mailed requests.

To order online, your agency must pre-register with the Office of Vital Records by sending us the following information in a letter, dated within the last 30 days, on your organization's letterhead:

- Detailed description of your organization including the services you provide.
- List of names of individuals who will submit requests on behalf of your organization as well as copies of their unexpired photo identification (must include signature).
- Provide a copy of your organization's certificate of incorporation or registration document with the State.

Once you have completed the pre-registration process, the Office of Vital Records will send you additional information on what is needed with each request. Please send the aforementioned letter to the attention of Theresa Yasin at the address listed above.