

New York City Department of Records and Information Services

Municipal Archives

31 Chambers Street, New York, NY 10007

Tel: (212) 788-8580

www.nyc.gov/html/doris

FULL-COLOR HEIRLOOM CERTIFICATE ORDER FORM

- Heirloom Certificate copies are computer-scanned from the *original records*. These full-color laser copies are printed on acid-free, heavy weight paper stock.
- Certificates are shipped flat in cardboard mailers.
- The heirloom certificate copies are NOT certified, unless requested (the certification process, which involves imprinting a raised seal, may deface the document). There is no additional charge for certification.
- Certificates are provided for personal use only and may not be sold to another individual or institution. Permission must be obtained before any certificate may be published or re-duplicated in any way (Form MA-45).
- Payment must be submitted with order. Make check payable to *NYC DEPARTMENT OF RECORDS*. Allow 3 weeks for completion of order.

PRICES:

- **\$25.00** for the first page of a certificate, and **\$10.00** for the reverse or additional copies of the same certificate. (Please indicate below whether the reverse side of a certificate is requested.)

PLEASE PRINT OR TYPE

Name on Certificate:		
<input type="checkbox"/> Birth	<input type="checkbox"/> Death	<input type="checkbox"/> Marriage

Borough:	Year:	Certificate number: <small>(Required. Please submit copy of certificate if possible.)</small>
Reverse? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Your Name:	Phone #:
Mailing Address:	
City, State:	Zip Code:

Certificate:	\$25.00
Reverse side @ \$10.00:	
Additional copies @ \$10.00:	
Postage and handling:	\$3.00
Total:	

For office use only:

PAID:	CASH	CHECK	DATE:
-------	------	-------	-------