

**NYC  
BUILD IT  
BACK**

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# How do I replace my birth certificate?

**NYC** | **Housing Recovery**

Bill de Blasio  
Mayor

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You do not need to bring your birth certificate to your meeting with your Housing Recovery Specialist. However, you may find that you need your birth certificate when replacing other sources of identification, such as your passport.

## If you were born in New York City

If you were born in New York City you can apply for a birth certificate online, by mail or in person. For additional information, visit <http://nyc.gov/doh/html/services/vr-order-other.shtml>.

### To apply online:

- Visit [www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords) to fill out the application electronically.
- Gather required identification. For a full list of required identification needed, visit: <http://nyc.gov/doh/html/services/vr-id.shtml>.
- Note: It costs \$15 to process your application online and can pay with either a credit or debit card.

### To apply by mail:

- Download the application at <http://nyc.gov/doh/downloads/pdf/vr/birth1.pdf>.
- Gather required identification. For a full list of required identification needed, visit: <http://nyc.gov/doh/html/services/vr-id.shtml>. Note that you will need to mail in original copies or photocopies of many of the required identifications.
- Notarize your application. To find a notary near you, visit: Note that most banks and post offices notarize documents for a small service fee.
- Mail application, and a check or money order for \$15 made out to:  
New York City Department of Health and Mental Hygiene  
125 Worth Street, Room 133  
New York, NY 10013

### To apply in person:

- Download application at <http://nyc.gov/doh/downloads/pdf/vr/birth1.pdf>
- Gather required identification. For a full list of required identification needed,
- visit <http://nyc.gov/doh/html/services/vr-id.shtml>
- Visit the NYC Department of Health and Mental Hygiene Office Monday through Friday from 9:00 AM – 3:30 PM at:

125 Worth Street, Room 133  
New York, NY 10013

- Be prepared to pay a \$15 processing fee with a check or money order made out to the New York City Department of Health and Mental Hygiene.

## If you were born elsewhere in New York State

If you were born in New York State you can apply online, by telephone or by mail.

### To apply online:

- Visit [www.vitalchek.com](http://www.vitalchek.com) to fill out the application electronically
- Be prepared to pay an \$8 processing fee to Vitalcheck and \$30 to New York State

### To apply by telephone:

- Call Vitalcheck Toll Free at (877) 854-4481
- Be prepared to pay an \$8 processing fee to Vitalcheck and \$30 to New York State

### To apply by mail:

- Download application at <http://www.health.ny.gov/forms/doh-4380.pdf>.
- You will need to include Either one (1) of the following forms of valid photo ID:
  - ▶ Driver license
  - ▶ State issued non-driver photo-ID card
  - ▶ Passport
  - ▶ U.S. Military issued photo-ID

OR, two (2) of the following showing the applicant's name and address:

- ▶ Utility or telephone bills
- ▶ Letter from a government agency dated within the last six (6) months
- ▶ Mail application, photocopies of the above information a check from \$30 made out to New York State Department of Health to:

New York State Department of Health  
Vital Records Certification Unit  
800 North Pearl Street  
Menands, NY 12204

## If you were born outside New York State

Visit <http://www.cdc.gov/nchs/w2w.htm> for state-specific information.

## If you were born outside the United States

Contact the embassy or consulate of the country of your birth.