

IMPORTANT PRE-ADOPTION BIRTH CERTIFICATE INFORMATION

Please provide the information requested on this application based on what is currently listed on your NYC birth certificate (post-adoption). No information is required from the pre-adoption birth certificate. You can obtain a pre-adoption birth certificate if:

- You are the adopted person and are 18 years of age or older.
- You are the adopted person's direct line descendant, if the adopted person is deceased.
- You are a lawful representative for the adopted person.
- You are a lawful representative for the direct line descendant, if the adopted person is deceased.

A direct line descendant is the child, grandchild, great-grandchild or great-great-grandchild of the adopted person. A lawful representative may include the attorney of the adopted person or direct line descendant.

Detailed instructions for requesting the pre-adoption birth certificate of someone who is deceased and for attorneys submitting requests on behalf of an entitled party (i.e., party with rights to receive a value or benefit provided by law) are available at nyc.gov/vitalrecords. Check the Vital Records page before submitting your application.

Entitled parties will also receive any documents related to the adoption that are currently on file with the pre-adoption birth certificate, such as the adoption order. You do not have to submit a separate application to obtain adoption-related documents that may be on file. We will include one copy of the document(s) with the pre-adoption birth certificate.

- 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.
- Pre-adoption records are issued as long-form birth certificates only. Also known as the "original," "official" or "full-size" birth certificate, the long-form birth certificate is the detailed certificate on file with the agency that processes the birth record.
- Apostille or Letter of Exemplification is not issued for pre-adoption records.
- Cash and credit cards are not accepted. If ordering from outside the U.S., send an international money order.
- Check current processing times for pre-adoption birth certificates at nyc.gov/vitalrecords.

Mailing information: All mailed applications must be signed and notarized. Mail your application to **Attention: Sealed Records Request**, 125 Worth St., CN-4, New York, NY 10013. Be sure to include your check or money order payable to "NYC Health Department." The cost is \$15, and you will receive one copy of the pre-adoption certificate and any adoption-related documents that may be on file. Only one certificate may be requested.

Identification (ID) requirements. You must provide a clear photocopy of ID from Category 1 or original copies of ID from Category 2 (see below).

Category 1: Identity documents. Provide any of the following, if it includes your photo, your signature and is unexpired:

- Driver's license or nondriver's ID from any state or U.S. territory
- Public benefit card
- U.S. or foreign passport
- U.S. certificate of naturalization
- Military ID card
- Employee ID with photo, verifiable employer and recent pay stub
- MTA reduced-fare Metro Card
- Student ID and current transcript from accredited and verifiable institution
- Inmate photo ID with release papers

Category 2: Proof of address. If you do not have any of the Category 1 documents, you may provide proof of address as described below. Your certificate will be mailed to the address on the documents provided.

Two different documents dated within the past 60 days, if they show your name and address:

- Utility bills (online bills can be downloaded and printed out from your provider)
- Letter from a government agency

If you cannot provide Category 1 or 2 identification, please contact Vital Records at nycdohvr@health.nyc.gov.



Health

Mail completed application to:
Office of Vital Records
Attn: Sealed Record Request
125 Worth St., CN-4
New York, NY 10013-4090

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON BACK.
Additional information is also available at
https://www1.nyc.gov/site/doh/services/birth-certificates.page

PRE-ADOPTION
BIRTH CERTIFICATE APPLICATION

Please provide the information below as it appears on your current NYC Birth Certificate (post-adoption). Print clearly.

Form with fields for: 1. LAST NAME ON CURRENT BIRTH CERTIFICATE (POST-ADOPTION), 2. FIRST NAME ON CURRENT BIRTH CERTIFICATE (POST-ADOPTION), 3. FEMALE MALE, 4a. DATE OF BIRTH, 4b. IF YOU DON'T KNOW THE EXACT DATE OF BIRTH, ENTER SEARCH RANGE BELOW, 5. NAME OF HOSPITAL OR ADDRESS WHERE BORN, AS LISTED ON CURRENT BIRTH CERTIFICATE, 6. BOROUGH WHERE BORN, 7. MOTHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE ON CURRENT BIRTH CERTIFICATE (POST-ADOPTION), 8. CURRENT BIRTH CERTIFICATE NUMBER (if known), 9. FATHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE ON CURRENT BIRTH CERTIFICATE (POST-ADOPTION), 10. HOW ARE YOU RELATED TO THE PERSON ON THIS PRE-ADOPTION BIRTH CERTIFICATE?, PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW, 11. CUSTOMER SIGNATURE AND DATE, 12. CUSTOMER COMMENTS/ADDITIONAL INFORMATION, FEES, APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED, NOTARY PUBLIC SEAL.

REGISTER TO VOTE: WWW.VOTE.NYC

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