

Application to Request an NYC Birth Certificate of a Deceased Person

Use this form only to request an NYC birth certificate of a person who is deceased. This form can only be submitted by mail and cannot be submitted online or in person. Visit nyc.gov/vitalrecords for updated processing times, order status, and additional information.

(Please print clearly and fill out in English only. Translations of this form are available online for reference only.)

Who Can Apply for an NYC Birth Certificate of a Deceased Person?

- To apply for a birth certificate of a deceased person (decedent), you must be related to them as a spouse, domestic partner, parent, child, sibling, niece, nephew, aunt, uncle, grandchild, great-grandchild, grandniece, or grandnephew. The applicant must be at least 18 years old to apply.
- The decedent named on the birth certificate must have been born within the five boroughs of NYC (the Bronx, Brooklyn, Manhattan, Queens, or Staten Island).
 - If the decedent was born outside NYC, including elsewhere in New York State, the Centers for Disease Control and Prevention has information on how you can order their birth certificate: cdc.gov/nchs/w2w/index.htm.
- If you are an attorney submitting a request on behalf of a client, you must submit both this form and the Attorney Protocol for NYC Birth Certificates form, available at on.nyc.gov/birth-certificate-attorney.
- If you are requesting a person's birth certificate who is not deceased, do not use this application. Instead, use this application: on.nyc.gov/premium-birth-certificate.

How Do I Request the NYC Birth Certificate of a Deceased Person?

- **Step 1:** Complete all the information requested in Sections One, Two, and Three on Pages 3 and 4. Leaving information blank will lead to delays in completing your request and can potentially lead to not completing your request.
- **Step 2:** Fill out the family tree on Page 4.
 - If the person died outside NYC, you must submit their original death certificate.
 - If the person died in NYC, you can submit a copy of their death certificate.
- **Step 3:** Notarize the top of Page 5. Make sure to sign and date the form.
- **Step 4:** You must submit a legible copy of your current (not expired) and signed photo identification (ID). Photocopies of your ID must be clear. See Page 2 for types of acceptable ID and what you can submit if you do not have a current photo ID.

Fees and Mailing Instructions

- The NYC Department of Health and Mental Hygiene charges \$15 for each birth certificate requested. A maximum of three copies can be ordered.
- Make your check or money order payable to: **NYC Department of Health and Mental Hygiene**. Cash or starter checks are not accepted. If you are applying for a birth certificate from outside the U.S., an international money order issued by a U.S. bank in U.S. dollars is required.
- Mail your completed and notarized application, copy of your current photo ID, and payment (check or money order) to the address on Page 5.
- Birth certificates cannot be mailed to addresses that are labeled "in care of."
- **Requests for the birth certificate of a deceased person can only be submitted by mail and cannot be submitted online or in person.**

Table 1. ID Requirements**Category 1: Identity Documents**

Provide one of the following identity documents. The document must include your photo and signature and must not be expired.

Driver's license or non-driver's ID card	University or college ID with a current transcript
New York State benefit card with photo	Inmate ID with current release papers
U.S. or foreign passport with a signature	Job ID with a current pay stub
IDNYC municipal ID	NYC Access-A-Ride card
U.S. certificate of naturalization (must be the original)	Military ID card (must be for the person submitting the request)

Table 2. Proof of Address Requirements**Category 2: Proof of Address Documents**

If you do not have any of the Category 1 documents, then provide any **two** of the following proof of address documents. The documents must be dated within the last 60 days and show your name and address.

For example, you can submit one phone bill from the last 60 days and one letter from a government agency from the last 60 days. Alternatively, you can submit two phone bills, as long as they are both from the last 60 days. Your birth certificate will be mailed to the address on the documents provided.

Utility bill	Official government mail addressed to you
Telephone bill	Rent invoice (mortgage or lease letter)
Medical bill	

If you cannot provide any of the documents in Tables 1 or 2, call **311** or email nycdohvr@health.nyc.gov.
If calling from outside NYC, call 212-NEW-YORK (212-639-9675).

For more information, including on how to obtain an apostille, visit nyc.gov/vitalrecords.

Section One: What Is Your Name?

You must be at least 18 years old. Please print clearly and use black ink only. Use the name that currently appears on your ID. All the fields below are required. Birth certificates cannot be mailed to addresses that are labeled “in care of.”

FIRST NAME	MIDDLE NAME	LAST NAME	
MAILING ADDRESS			APARTMENT NUMBER
CITY	STATE	ZIP CODE	
PRIMARY PHONE NUMBER		ALTERNATE PHONE NUMBER (IF APPLICABLE)	
EMAIL ADDRESS			

State your relationship to the decedent.* I am the decedent's:

☐ Spouse	☐ Domestic partner	☐ Parent	☐ Child	☐ Sibling
☐ Niece or nephew	☐ Aunt or uncle	☐ Grandchild	☐ Grandniece or grandnephew	☐ Great-grandchild
☐ Attorney (the attorney's mailing information must be filled out in this section)				

* If you do not have any of these relationships with the decedent, you are not entitled to receive their birth certificate.

Section Two: Decedent's Birth Certificate Information

In this section, write the name of the decedent whose birth certificate you are requesting. Write their name as it currently appears on their birth certificate.

Name on the birth certificate as it **currently** appears:

FIRST NAME	MIDDLE NAME	LAST NAME
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Date of birth listed on the birth certificate (month/day/year):

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If you do not know the exact date of birth, fill out the range to search (month/day/year) (see Page 5 for information about search fees):

Start date:

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 End date:

--	--	--	--	--	--	--	--

Birth certificate number (leave blank if unknown): 156

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If the birth certificate number only has five digits, write them here instead:

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Sex on the birth certificate: ☐ Male ☐ Female ☐ X*

* X is a gender that is not exclusively male or female (a nonbinary gender identity).

Borough where born (leave blank if unknown):

☐ Bronx ☐ Brooklyn ☐ Manhattan ☐ Queens ☐ Staten Island

Mother/parent's maiden name (name before marriage) on the birth certificate:

FIRST NAME	MAIDEN LAST NAME
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Father/parent's name on the birth certificate:

FIRST NAME	LAST NAME
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Place of birth on the birth certificate (leave blank if unknown):

NAME OF HOSPITAL, BIRTHING CENTER, OR, IF AT HOME, STREET ADDRESS, CITY, STATE, ZIP CODE
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Section Three: Decedent's Death Information

Did the decedent die within the five boroughs of NYC (the Bronx, Brooklyn, Manhattan, Queens, or Staten Island)?

- ☐ Yes (if so, you can submit a copy of their death certificate)
☐ No (if so, you must submit their original death certificate)

Section Four: Family Tree

Family Tree/Link to Decedent

To show the connection from yourself to the decedent, write your full name in the center box at the bottom of the tree. From that box, draw a line connecting other boxes so the family tree chart shows your relationship back to the decedent. Use as many boxes as necessary. For each box you use, write the first and last name of the person and their relationship to you (for example, father or grandmother). You do not have to draw your entire family.

The form consists of a tree diagram with a background of green foliage and brown branches. The tree has a central trunk that branches out into four main limbs. Each limb has a box at the bottom and four boxes above it, for a total of 17 boxes. The boxes are light green with rounded corners and a green border. Each box contains the text 'Name:' and 'Relationship to you:'. The central box at the bottom is labeled 'Your name'. The boxes are arranged in four rows: the bottom row has 3 boxes, and the three rows above each have 4 boxes. Lines connect the boxes to show relationships: from the central box to the two boxes above it, and from those two boxes to the four boxes above them, and so on.

Go to Section Five on Page 5.

Section Five: Notarize Your Application

This application must be notarized. You only need to notarize this page. You must submit a copy of your current, unexpired ID with this application. See Table 1 on Page 2 for accepted types of ID.

SIGNATURE OF APPLICANT		DATE (MONTH/DAY/YEAR)									
		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									
To be completed by notary.		Notary Public Seal									
State of _____											
County of _____											
Subscribed and sworn before me:											
this _____ day of _____, 20_____											
_____ Notary Public Signature											

A copy of a birth certificate of a deceased person can always be issued to a parent. A request by the following people must be accompanied by proof that the individual named on the birth certificate is deceased (proof of death): spouse, domestic partner, child, sibling, niece, nephew, aunt, uncle, grandchild, great-grandchild, grandniece, or grandnephew. Proof of death for this purpose may include a certified copy of a death certificate and a letter of testamentary. It is a violation of law to make a false, untrue, or misleading statement or to forge the signature of another person on this application.

Violations are a misdemeanor punishable by a fine of up to \$2,000.

Fees and How to Submit Your Application

Each birth certificate costs \$15. You can request a maximum of three birth certificates. If an exact date of birth is not known and a range is used instead, there is an additional search fee of \$3 for each consecutive year searched after two.

We only accept checks or money orders. Cash or starter checks are not accepted. If you are applying for a birth certificate from outside the U.S., an international money order issued by a U.S. bank in U.S. dollars is required.

✓	Make sure you do the following:
	Complete Sections One, Two, Three, Four, and Five of the application.
	Get Section Five notarized.
	Submit a photocopy of your current signed valid ID, or proof of address (see Tables 1 and 2).
	Submit the decedent's death certificate (see Section Three for which version is needed).
	Submit payment by check or money order (in U.S. dollars).

Figure Out the Cost of Your Request

Number of birth certificates requested (maximum of three):	_____
Multiplied by \$15 for each birth certificate equals:	\$ _____
Plus \$3 search fee for every extra year searched after two × ____ years:	\$ _____
Total amount enclosed (sum of the two dollar amounts above):	\$ _____

Mail to: NYC Department of Health and Mental Hygiene • **Attention: BC of a Deceased Person**
125 Worth St. • Room 119, CN-4 • New York, NY 10013

For assistance with this application, call **311** or email nycdohvr@health.nyc.gov. If calling from outside NYC, call 212-NEW-YORK (212-639-9675).