

Premium Mail Service Application To Request an NYC Birth Certificate

Use this form only to request an NYC birth certificate with premium mail service. Visit nyc.gov/vitalrecords for current 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?

- To apply for a birth certificate, you must be the person named on the certificate and at least 18 years old or be the parent or legal guardian of the person named on the certificate.
- The person named on the certificate must have been born within the five boroughs of NYC (the Bronx, Brooklyn, Manhattan, Queens, and Staten Island).
- If you are an attorney submitting a request on behalf of a client, do not use this form. Instead, use the Attorney Protocol for NYC Birth Certificates form, available at on.nyc.gov/birth-certificate-attorney.

How Do I Request an NYC Birth Certificate?

- **Step 1:** Go to Page 3 and complete all the information requested in Sections One and Two. Leaving information blank will lead to delays in completing your request.
- **Step 2:** Select the reason you are requesting a birth certificate in Section Three. The reason you select will determine whether you receive a short form birth certificate or long form birth certificate. Most people need a short form birth certificate, which can be used for domestic purposes within the U.S., such as getting a driver's license or U.S. passport.
 - If you are requesting a birth certificate and need an apostille (certificate of authentication), select that you want a long form birth certificate. You will be issued a long form birth certificate along with a Letter of Exemplification, which you must get notarized by the Office of the County Clerk. You can then use the long form birth certificate and Letter of Exemplification to obtain an apostille. Apostilles are issued by the New York State (NYS) Department of State.
- **Step 3:** Notarize 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.
- Premium mail service has a processing fee of \$7.50.
- 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."
- **Order online:** For faster application processing, visit vitalchek.com. Online orders are processed within 72 hours on weekdays, and UPS express mail delivery is available. Only the person or parent(s) named on the birth certificate can order online.

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 (NYS) benefit card	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)	NYC MTA Reduced-Fare MetroCard
Military ID card (must be for the person whose birth certificate is being requested)	

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 could 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).

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			

Relationship to the person named on the birth certificate:

- ☐ I am requesting my own birth certificate.
- ☐ I am the mother/parent of the person named on the birth certificate.
- ☐ I am the father/parent of the person named on the birth certificate.

Section Two: Birth Certificate Information

In this section, write the names as they currently appear on the birth certificate that you are requesting.

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:

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

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 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: Reason for Request

Check off why you are requesting a birth certificate and how many you are requesting.

There are two types of birth certificate. You can request either type. The cost is the same.

- **Short form:** Most people request a short form birth certificate. It can be used for most domestic purposes within the U.S., such as obtaining a driver’s license or U.S. passport. This certificate includes the first and last name of the person named on the certificate and their place of birth, date of birth, sex at birth, file date, and mother/parent’s and father/parent’s first and last names.
- **Long form:** The long form birth certificate includes the same information as the short form birth certificate, as well as additional information such as the time of birth, name of the hospital, and parent(s) birthplace(s). This certificate is generally used for international purposes, such as dual citizenship, international adoption, international marriage, and obtaining an apostille.

In the following table, check off the reason you are requesting a birth certificate. The reason you select will determine whether you receive a short form or long form birth certificate.

Why you are requesting a birth certificate:			What you will receive:
☐ U.S. passport or travel	☐ Government assistance or benefits	☐ Income tax	Short form birth certificate
☐ Inheritance or estate settlement (U.S. only)	☐ Employment	☐ Adoption (U.S. only)	
☐ Marriage (U.S. only)	☐ School or sports	☐ Personal records or use	
☐ Legal purposes	☐ Insurance, pension, or retirement	☐ Other	
☐ Driver’s license	☐ Social security or benefits		
☐ Apostille	☐ Marriage (international only)	☐ Other	Long form birth certificate
☐ Dual citizenship or immigration	☐ Time of birth		
☐ Adoption (international only)	☐ International use, or use abroad		
	☐ International inheritance or estate settlement		

How many birth certificates will you need (maximum of three)? ☐ One ☐ Two ☐ Three

Section Four: Notarize Your Application

This application must be notarized. You only need to notarize this page. You must submit a copy of your current 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 can be issued only to the person to whom the record of birth relates, if of age, or to a parent. 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.

Make sure you do the following:

- Complete Sections One, Two, Three, and Four of the application.
- Get Section Four notarized.
- Submit a photocopy of your current signed photo ID, or proof of address (see Tables 1 and 2).
- Submit payment by check or money order.

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:	\$ _____
Plus premium mail service processing fee:	\$7.50
Total amount enclosed (sum of the dollar amounts above):	\$ _____

Mail to:

NYC Department of Health and Mental Hygiene
Attention: Premium BC Request
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).