

Application for Certified Copy of Vital Records

# OF COPIES REQUESTED	FEE PER ITEM	ITEM DESCRIPTION
	\$18.00	Certified copy or transcript of a vital record when certificate number is provided
	\$25.00	When certificate or record number is not known, search for one name in one year and one city/borough and issuance of search result (copy, transcript, or "not found" statement).
	\$12.00	Letter of exemplification with raised seal.
	\$12.00	Letter of No Amendment /Correction

Make check or money order payable to: NYC Department of Records

PLEASE PRINT

Last name	First name
Email	Phone number
Address	City
State	Zip Code

Contact:

NYC Dept. of Records and Information Services
 31 Chambers St. Suite 103
 New York, NY 10007

Familyhistory@records.nyc.gov

DEPARTMENT OF HEALTH MARRIAGE CERTIFICATE OR CITY CLERK MARRIAGE LICENSE

NYC Municipal Archives Holdings:

BOROUGH	DEPARTMENT OF HEALTH	CITY CLERK
MANHATTAN	1866-1937	1908-1949
BROOKLYN / KINGS COUNTY	1866-1937	1908-1949
BRONX	1898-1937	1908-1949
QUEENS	1898-1937	1908-1949
STATEN ISLAND / RICHMOND COUNTY	1898-1937	1908-1949

Marriages after 1949 in New York City (all 5 boroughs)

City Clerk of New York

141 Worth Street

New York, NY 10013

Attn: Record Room.

www.cityclerk.nyc.gov OR 311 or (212) NEW-YORK from outside of NY

PLEASE PRINT

Last Name of Groom	First Name of Groom
Last Name of Bride (Maiden name)	First Name of Bride
Place of Marriage	City/Borough
Date of Marriage (Month/Day/Year(s))	Certificate or License Number If Known
Number of Copies requested	

DEPARTMENT OF HEALTH DEATH CERTIFICATE

NYC Municipal Archives Holdings

BOROUGH	DATES
MANHATTAN	1866-1877, 1881-1948
BROOKLYN / KINGS COUNTY	1862-1948
BRONX	1898-1948
QUEENS	1898-1948
STATEN ISLAND / RICHMOND COUNTY	1898-1948

Deaths after 1948 (all 5 Boroughs)

New York City Department of Health
 Office of Vital Records
 125 Worth Street
 CN-4, Room 133
 New York, N.Y. 10013-4090
www.nyc.gov/health OR P: 212-788-4520

PLEASE PRINT

Last name on death record	First name	Middle name
Date of death Month Day Year(s)	Cemetery, if known	
Place of death	City/Borough	Age
Father's name, if known	Mother's name, if known	
Number of copies requested	Certificate no., if known	

DEPARTMENT OF HEALTH BIRTH CERTIFICATE

NYC Municipal Archives Holdings

BOROUGH	DATES
MANHATTAN	1866-1909
BROOKLYN / KINGS COUNTY	1866-1909
BRONX	1898-1909
QUEENS	1898-1909
STATEN ISLAND / RICHMOND COUNTY	1898-1909

Births after 1909 (all 5 Boroughs)

New York City Department of Health
 Office of Vital Records
 125 Worth Street
 CN-4, Room 133
 New York, N.Y. 10013-4090
www.nyc.gov/health OR P: 212-788-4520

PLEASE PRINT

Last name on birth record	First name
Female/Male	Date of birth Month Day Year(s)
Place of birth – if at home, house number and street	City/Borough
Father's name, if known	Mother's name, if known
Number of Copies requested	Certificate No., if known