



Thank you for contacting the City of New York with your request for a certified copy of a birth certificate.

Before submitting this application by mail, please be aware that ordering a birth certificate online at www.nyc.gov/vitalrecords is a much faster and convenient process.

Using a credit card, debit card, or electronic check you can securely order a birth certificate online and it will be processed by the Office of Vital Records **within 24 hours**. Currently, the processing time for mailed applications is approximately 30 days. You may use a credit card, debit card, or electronic check in your name to order birth certificates for you and your children, provided you are named on the birth certificates.

Additional information on the online ordering process is available at www.nyc.gov/vitalrecords.



Office of Vital Records
 125 Worth Street, CN-4, Room 133
 New York, N.Y. 10013-4090

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW

OFFICE USE ONLY

DO NOT WRITE IN THIS SPACE

BIRTH CERTIFICATE APPLICATION
(Please Print Clearly)

1. LAST NAME ON BIRTH CERTIFICATE		2. FIRST NAME		3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	
4a. IF YOU KNOW THE EXACT DATE OF BIRTH MM DD YYYY		4b. IF YOU DON'T KNOW THE EXACT DATE OF BIRTH BEGIN SEARCH MM DD YYYY END SEARCH		SEE BELOW FOR FEE INFORMATION	
5. NAME OF HOSPITAL OR ADDRESS WHERE BORN				6. BOROUGH WHERE BORN	
7. MOTHER/PARENT'S NAME BEFORE MARRIAGE: FIRST LAST			8. BIRTH CERTIFICATE NUMBER (if known)		
9. FATHER/PARENT'S NAME FIRST LAST			10. WHY DO YOU NEED THIS BIRTH CERTIFICATE		
11. DO YOU NEED A LETTER OF EXEMPLIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	12. HOW MANY COPIES DO YOU NEED? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	13. HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE? SELF/PARENT/OTHER (please explain)			

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

NAME		DAYTIME PHONE NUMBER	
STREET ADDRESS		Area Code Telephone Number	
CITY		E-MAIL ADDRESS	
STATE			
APT. NO.		ZIP CODE	

NOTE: Copy of a birth record can be issued only to persons to whom the record of birth relates, if of age, or to a parent or other lawful representative. IF THIS REQUEST IS NOT FOR YOUR OWN BIRTH RECORD OR THAT OF YOUR CHILD, NOTARIZED AUTHORIZATION FROM THE PARENT OR THE PERSON NAMED ON THE CERTIFICATE MUST BE PRESENTED WITH THIS APPLICATION.

Section 3.19, NYC Health Code provides, in part: “. . .no person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report or other document in paper, electronic or any other form or medium, required to be submitted or filed with the Department.” Violations shall be treated and punished as a misdemeanor and may also be subject to a fine of up to \$2,000 per violation.

14. CUSTOMER SIGNATURE AND DATE SIGNATURE: _____ DATE: _____	15. CUSTOMER COMMENTS/ADDITIONAL INFORMATION
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FEES

\$15 per copy x _____ copies \$ _____
 Cost of certified copy includes a two consecutive year search

\$3 for each additional year searched x _____ years \$ _____
Total Amount Enclosed: \$ _____

IF RECORD IS NOT ON FILE, A CERTIFIED “NOT FOUND STATEMENT” WILL BE ISSUED.

ORDER BIRTH CERTIFICATES QUICKLY AND SECURELY AT NYC.GOV/VITALRECORDS

IMPORTANT BIRTH CERTIFICATE INFORMATION

- You can obtain a birth certificate for yourself if you are at least 18 years old, or for your child, with current identification.
- You can obtain a birth certificate for another person ONLY if you have a notarized letter from the person or the person's parent.
- 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.
- Credit cards are not accepted for mail-in orders. If from a foreign country, send an international money order or check drawn on a U.S. bank. Please do not send cash.
- Please allow 10–15 days processing time for all long form/vault certificate orders submitted in-person.
- Processing of mailed applications takes approximately 30 days.
- ID requirements are subject to change.

3 WAYS TO ORDER A NEW YORK CITY BIRTH CERTIFICATE

- **Online:** Visit www.nyc.gov/vitalrecords to order using a credit card, debit card, or electronic check. Online orders are processed within 24 hours.
- **Walk-In:** Go to 125 Worth Street in Lower Manhattan and use the Lafayette Street (handicapped accessible) or Centre Street entrances. We are open Monday through Friday 9:00AM – 3:30PM. Lines are shortest in the morning.
- **By Mail:** Mail your application to 125 Worth Street, CN-4, New York, NY 10013. Be sure to include a self-addressed, stamped, envelope with your check or money order payable to the NYC Department of Health and Mental Hygiene. You will need to provide a photocopy of Category 1 identification (see *below*).

Identification (ID) Requirements to get a Birth Certificate for you or your child.

Category 1: We accept any of the following, **IF** it includes your photo, your signature and is unexpired:

- Driver's License
- Passport
- Government ID
- Employment ID with pay stub

Category 2: If you don't have any of the above, we also accept:

- Inmate photo ID with release papers
- Two different documents as indicated below IF they show your name and address and are dated within the past 60 days:
 - Utility or telephone bills
 - Letter from a government agency
 - Certificate will be mailed to address on documents provided

Category 3: If you can't provide the above, please get:

- An original letter (we do not accept photocopies) on letterhead from a recognized organization such as the police department or a social services agency explaining why you are unable to provide photo ID from either category above
- OR**
- The following from your landlord:
 - A notarized letter from your landlord verifying your name and address
 - Utility or telephone bill showing landlord's name and address
 - Photocopy of landlord's unexpired photo ID

ID Requirements to get a Birth Certificate for someone other than you or your child

- Unexpired and valid photo identification for both you and the person named on the certificate
- An original, notarized letter (see *below*) from the person named on the certificate authorizing its release to you – signature on letter must match signature on ID
- Only one certificate will be issued

Notarized Letter Requirements

- Letter must be written and dated within past 30 days
- Notary's commission must be current and verifiable
- Required number of notary stamps must appear on letters from foreign countries
- Other requirements may apply, depending on the situation