BIRTH CERTIFICATE APPLICATION

(Please Print Clearly)

1. LAST NAME ON BIRTH CERTIFICATE
2. FIRST NAME
3. ☐ FEMALE ☐ MALE

4a. IF YOU KNOW THE EXACT DATE OF BIRTH
   BEGIN
   END
   MM DD YYYY

4b. IF YOU DON’T KNOW THE EXACT DATE OF BIRTH
   BEGIN
   END
   MM DD YYYY

5. NAME OF HOSPITAL OR ADDRESS WHERE BORN

6. BOROUGH WHERE BORN
   ☐ MAN ☐ BRONX ☐ BKLYN ☐ QUEENS ☐ SI

7. MOTHER/PARENT’S NAME PRIOR TO FIRST MARRIAGE (MAIDEN NAME):
   FIRST
   LAST

8. BIRTH CERTIFICATE NUMBER (if known)

9. FATHER/PARENT’S NAME PRIOR TO FIRST MARRIAGE
   FIRST
   LAST

10. WHY DO YOU NEED THIS BIRTH CERTIFICATE

11. DO YOU NEED A LETTER OF EXEMPLIFICATION?
   ☐ YES ☐ NO

12. HOW MANY COPIES DO YOU NEED?
   1 ☐ 2 ☐ 3 ☐

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

STREET ADDRESS

APT. NO.

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE NUMBER

Area Code

Telephone Number

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 human service organizations. It is a violation of law to make a false, untrue or misleading statement or forge the signature of another on this application. Violations are a misdemeanor punishable by a fine of up to $2,000.

14. CUSTOMER SIGNATURE AND DATE

SIGNATURE: ___________________________ DATE: ______________

FEES

$15 per copy x _______ copies $ _______

Cost of certified copy includes a two consecutive year search

$3 for each extra year searched x _______ years $ _______

Total Amount Enclosed: $ _______

IF RECORD IS NOT ON FILE, A CERTIFIED “NOT FOUND STATEMENT” WILL BE ISSUED. CASH IS NOT ACCEPTED BY MAIL OR IN PERSON.

APPLIED BIRTH CERTIFICATES QUICKLY AND SECURELY AT WWW.NYC.GOV/VITALRECORDS

15. CUSTOMER COMMENTS/ADDITIONAL INFORMATION

APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED

STATE OF ____________________________

COUNTY OF __________________________

SUBSCRIBED AND SWORN BEFORE ME:

THIS _____ DAY OF _____________, 20 ____

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC SEAL
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. Detailed instructions for attorneys submitting requests on behalf of their clients are available online at www.nyc.gov/vitalrecords.

- 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.

- Please allow 10–15 days processing time for all long form/vault certificate orders submitted in person.

- Processing of mailed applications takes approximately 15 days. Check current times at www.nyc.gov/vitalrecords.

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 on weekdays, and UPS express mail delivery is available.

- **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. Please see identification requirements below.

- **By Mail:** All mailed applications must be notarized. 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 must provide a photocopy of Category 1 identification or original copies of identification from Category 2 (see below).

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

**Category 1: Identity documents.** If you order in person you can leave with your short form certificate in most cases, unless you require a long form certificate.

Provide any of the following, if it includes your photo, your signature and is unexpired:

- Driver’s License or non-driver’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 above, you may provide proof of address as described below. Your certificate will be mailed to address on 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 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.