

**DEPARTMENT OF RECORDS & INFORMATION SERVICES  
MUNICIPAL ARCHIVES**

31 Chambers Street, New York, NY 10007, (212) 788-8580

**APPLICATION FOR A SEARCH AND/OR  
CERTIFIED COPY OF A BIRTH RECORD Before 1910**

- Enclose stamped, self-addressed envelope.
- Make check or money order payable to NYC Dept. of Records & Information Services.
- To expedite processing, please send each request separately with the required fee and a stamped addressed envelope.
- Manhattan birth records prior to 1857 are not indexed. You must supply the month, day, and year of the event in your search request.

**PLEASE PRINT OR TYPE**

Last name on birth record	First name	Female/Male
Date of birth		
Month	Day	Year
Place of birth - if at home, house number and street	City/Borough	
Father's name, if known	Mother's name, if known	
Your relationship to person named above		Certificate no., if known
Purpose for which this record will be used		Number of copies requested
Your name (please print)	Signature	
Address		
City	State	Zip Code