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Biwo Dosye Eta Sivil (Office of Vital Records)  
 125 Worth Street, CN-4, Room 133  
 New York, N.Y. 10013-4090

**GADE ENSTRIKSYON YO AK  
 FRÈ POU PEYE YO ANBA A AK  
 SOU PAJ 3 AK 4  
 SEE INSTRUCTIONS AND APPLICABLE  
 FEES BELOW AND ON PAGES 3 AND 4**

## APLIKASYON POU BATISTÈ BIRTH CERTIFICATE APPLICATION

*(Tanpri ekri klè an lèt detache epi mete mezi enfòmasyon ou kapab an angle. Li kapab pran plis tan pou travay sou fòm yo soumèt nan lèt lang.)  
 (Please print clearly and fill out as much information in English as you can. Forms submitted in other languages might take longer to process.)*

1. SIYATI SOU BATISTÈ A / LAST NAME ON BIRTH CERTIFICATE			2. NON OU / FIRST NAME			3. <input type="radio"/> FI / FEMALE <input type="radio"/> GASON / MALE		
4a. SI OU KONNEN DAT NESANS EGZAK LA / IF YOU KNOW THE EXACT DATE OF BIRTH  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <div>JJ DD MM MM AAAA YYYY</div> <div>KÒMANSE CHÈCHE BEGIN SEARCH</div> <div>JJ DD MM MM AAAA YYYY</div> <div>FIN CHÈCHE END SEARCH</div> <div>JJ DD MM MM AAAA YYYY</div> <div>GADE ANBA A POU ENFÒMASYON SOU CHAJ YO / SEE BELOW FOR FEE INFORMATION</div> </div>			4b. SI OU PA KONNEN DAT NESANS EGZAK LA / IF YOU DON'T KNOW THE EXACT DATE OF BIRTH					
5. NON LOPITAL LA OSWA ADRÈS KOTE LI FÈT / NAME OF HOSPITAL OR ADDRESS WHERE BORN				6. MINISIPALITE KOTE LI FÈT / BOROUGH WHERE BORN <input type="radio"/> MAN <input type="radio"/> BRONX <input type="radio"/> BKLYN <input type="radio"/> QUEENS <input type="radio"/> SI <input type="radio"/>				
7. NON MANMAN/PARAN ANVAN PREMYE MARYAJ (NON JÈN FI) / MOTHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE (MAIDEN NAME):  NON / FIRST <span style="float: right;">SIYATI / LAST</span>				8. NIMEWO BATISTÈ A (si ou konnen li) / BIRTH CERTIFICATE NUMBER (if known)				
9. NON PAPA/PARAN AN ANVAN PREMYE MARYAJ: / FATHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE:  NON / FIRST <span style="float: right;">SIYATI / LAST</span>				10. POUKISA OU BEZWEN BATISTÈ SA A ? / WHY DO YOU NEED THIS BIRTH CERTIFICATE?				
11. ÈSKE OU BEZWEN YON LÈT KI BAY PLIS DETAY? / DO YOU NEED A LETTER OF EXEMPLIFICATION?  <input type="radio"/> WI / Yes <input type="radio"/> NON / No		12. KONBYEN KOPI OU BEZWEN? / HOW MANY COPIES DO YOU NEED?  1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 0		13. KI RELASYON OU GENYEN AK MOUN NAN KI SOU BATISTÈ SA A? / HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE? SE MWEN MENM/PARAN/LÒT (tanpri eksplike) / SELF/PARENT/OTHER (please explain)				

**TANPRI EKRI AKLÈ AN LÈT DETACHE ADRÈS POSTAL OU AK ENFÒMASYON POU KONTAKTE OU ANBA LA A / PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW**

NON / NAME		NIMEWO TELEFÒN LAJOUNEN / DAYTIME PHONE NUMBER	
ADRÈS RI / STREET ADDRESS		NIMEWO APT. / APT. NO.	
VIL / CITY		ADRÈS IMÈL / E-MAIL ADDRESS	
ETA / STATE		KÒD POSTAL / ZIP CODE	
		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-around;"> <div>Areyakòd / Area Code</div> <div>Nimewo Telefòn / Telephone Number</div> </div>	

REMAK: Yo ka bay yon kopi akdenesans (batistè) sèlman ba moun ki sou akdenesans la, si li gen laj pou sa, oswa bay yon paran oubyen òganizasyon sèvis sosyal yo. Se yon vyolasyon lalwa si w fè yon deklarasyon ki fo, ki pa vre oswa deklarasyon pou twonpe, oubyen si w imite siyati yon lòt moun sou aplikasyon sa a. Vyolasyon yo se yon enfraksyon ki ka lakòz yo ba w yon amann jiska \$2,000.  
 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. SIYATI KLIYAN AN AK DAT LA / CUSTOMER SIGNATURE AND DATE  SIYATI / SIGNATURE: _____ DAT LA / DATE: ____	15. KÒMANTÈ KLIYAN AN/LÒT ENFÒMASYON / CUSTOMER COMMENTS/ADDITIONAL INFORMATION	
<b>CHAJ POU PEYE / FEES</b> \$15 pa kopi x _____ kopi \$ _____ \$15 per copy x copies  Pri kopi sètifye gen ladan li yon rechèch de lane youn dèyè lòt Cost of certified copy includes a two consecutive year search  \$3 pou chak ane siplemantè ki chèche x _____ane \$ _____ \$3 for each extra year searched x years  Total Lajan ki ansanm ak aplikasyon an: \$ _____ Total Amount Enclosed:  SI BATISTÈ A PA NAN DOSYE, Y AP BAY YON "DEKLARASYON NOU PA JWENN" SÈTIFYE. YO PA AKSEPTE LAJAN KACH NI PA LAPÒS NI FAS-A-FAS. IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED. CASH IS NOT ACCEPTED BY MAIL OR IN PERSON.	<b>FOR NOTARY PUBLIC USE ONLY</b> <b>(SÈLMAN NOTÈ PIBLIK GENDWA ITILIZE PATI SA A)</b>  APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED  STATE OF _____ COUNTY OF _____  SUBSCRIBED AND SWORN BEFORE ME:  THIS _____ DAY OF _____, 20 ____	NOTARY PUBLIC SEAL
	NOTARY PUBLIC SIGNATURE	

**FÈ KÒMANN BATISTÈ BYEN VIT E AN SEKIRITE NAN WWW.NYC.GOV/VITALRECORDS  
ORDER BIRTH CERTIFICATES QUICKLY AND SECURELY AT WWW.NYC.GOV/VITALRECORDS**

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## ENFÒMASYON ENPÒTAN POU BATISTÈ

- Ou ka jwenn yon batistè pou tèt pa ou si ou gen omwen 18 ane, oswa pou pitit ou, avèk idantifikasyon ki valab. Gen enstriksyon detaye ki disponib sou entènèt pou avoka k ap soumèt demann nan plas kliyan yo nan [www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords).
- Defòm enfòmasyon, ki gen ladan li imite yon siyati, pou jwenn yon batistè se yon enfraksyon sa ye, epi vyolatè yo kapab sibi tou yon amann jiska \$2,000 pou chak vyolasyon.
- Yo pa aksepte kat kredi pou kòmman pa lapòs. Si l ap soti nan yon peyi etranje, voye yon manda postal (money order) entènasyonal.
- Tanpri bay 10 a 15 jou pou yo travay sou kòmman fòm long/ "vault certificate" yo dwe prezante fas-a-fas.
- Li pran apeprè 15 jou pou fin okipe aplikasyon ki soumèt pa lapòs. Tcheke longè tan li pran kounye a nan [www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords).

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### 3 FASON POU FÈ KÒMANN YON BATISTÈ VIL NEW YORK

- **Sou entènèt:** Ale sou sit entènèt [www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords) pou fè kòmman avèk kat kredi, kat debi, oswa chèk elektwonik. Yo okipe kòmman sou entènèt yo nan 24 èdtan oplita nan jou lasemèn, epi gen livrezon ekspres UPS ki disponib.
- **Vini san randevou:** Ale nan 125 Worth Street nan Lower Manhattan epi itilize antre Lafayette Street la (ki aksesib pou andikape) oswa antre Centre Street la. Nou louvri lendi jiska vandredi, 9:00AM – 3:30PM. Liy yo pi kout nan maten. Tanpri gade pyès idantifikasyon nesèsè yo ki anba a.
- **Pa lapòs:** Tout aplikasyon pa lapòs dwe notarye. Poste aplikasyon ou an nan 125 Worth Street, CN-4, New York, NY 10013. Asire w ke ou mete ak aplikasyon an nan yon anvlòp ki tou gen adrès ou sou li, ak tenm sou li, ak chèk oswa manda postal (money order) ou an siyen sou non NYC Department of Health and Mental Hygiene. Ou dwe bay yon fotokopi idantifikasyon Kategori 1 oswa kopi orijinal idantifikasyon nan Kategori 2 (*gade anba a*).

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### Pyès Idantifikasyon (ID) nesèsè pou jwenn yon Batistè pou ou menm oswa pou pitit ou.

**Kategori 1: Dokiman idantite.** Si ou fè kòmman lan an pèsòn, ou ka ale ak batistè fòm kout ou nan pifò ka, sof si ou mande yon batistè fòm long.

Bay nenpòt nan sa nou pral site la yo, si li gen ladan foto ou, siyati ou epi li poko ekspire:

- Lisans Chofè oswa ID ki pa lisans chofè ki soti nan nenpòt eta oswa teritwa Etazini
- Kat benefis piblik
- Paspò ameriken oswa etranje
- Sètifika natiralizasyon ameriken
- Kat Idantite Militè
- Kat Idantite Anplwaye ki gen foto, patwon ki ka verifye, ak souch chèk resan
- Kat Metro MTA frè-redui
- Kat Idantite Elèv ak relve nòt aktyèl ki soti nan enstitisyon sètifye e ki ka verifye
- Kat Idantite Prizonye ki gen foto ak papye liberasyon

**Kategori 2: Prèv pou adrès.** Si ou pa gen nenpòt nan sa ki anwo yo, ou ka bay prèv adrès ou nan fason ki dekri anba a. Y ap voye batistè ou an nan adrès ki sou dokiman ou bay yo.

De (2) dokiman diferan ki gen yon dat ki pa depase 60 jou ki sot pase yo, si yo gen non ou ak adrès ou

- Bòdwo sèvis piblik (ou ka telechaje bòdwo sou entènèt nan sit entènèt founisè ou an)
- Lèt ki soti nan yon ajans gouvènman

Si ou pa kapab bay idantifikasyon Kategori 1 oswa 2, tanpri kontakte Biwo Dosye Eta Sivil nan [nycdohvr@health.nyc.gov](mailto:nycdohvr@health.nyc.gov).

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## 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](http://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](http://www.nyc.gov/vitalrecords).
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### 3 WAYS TO ORDER A NEW YORK CITY BIRTH CERTIFICATE

- **Online:** Visit [www.nyc.gov/vitalrecords](http://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*).
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### 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](mailto:nycdohvr@health.nyc.gov).

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