



登記投票：

Register to vote:

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人口登記辦公室 (Office of Vital Records)  
125 Worth Street, CN-4, Room 133  
New York, N.Y. 10013-4090

請參閱下面及第 3 和 4 頁的口明及相關費用

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON PAGES 3 AND 4

### 出生證明申請書 BIRTH CERTIFICATE APPLICATION

(請以正楷清楚地填寫，盡可能以英文填寫最多的資料。以其他語言提交的表單可能需要較長的處理時間。)

(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. 出生證明上的姓氏 / LAST NAME ON BIRTH CERTIFICATE		2. 名字 / FIRST NAME		3. <input type="radio"/> 女 / FEMALE <input type="radio"/> 男 / MALE	
4a. 如果您知道確切的出生日期 / IF YOU KNOW THE EXACT DATE OF BIRTH 日期 月 日 年 MM DD YYYY		4b. 如果您不知道確切的出生日期 / IF YOU DON'T KNOW THE EXACT DATE OF BIRTH 開始搜尋日期 月 日 年 MM DD YYYY END SEARCH		結束搜尋日期 月 日 年 MM DD YYYY SEE BELOW FOR FEE INFORMATION	
5. 醫院名稱或出生地址 / NAME OF HOSPITAL OR ADDRESS WHERE BORN			6. 出生的行政區 / BOROUGH WHERE BORN 曼哈頓區 <input type="radio"/> 布朗克斯區 <input type="radio"/> 布魯克林區 <input type="radio"/> 皇后區 <input type="radio"/> 史丹頓島 <input type="radio"/> MAN <input type="radio"/> RONX <input type="radio"/> BKLYN <input type="radio"/> QUEENS <input type="radio"/> SI <input type="radio"/>		
7. 第一次結婚之前的母親/家長姓名 (娘家姓名) : / MOTHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE (MAIDEN NAME): 名字 / FIRST 姓氏 / LAST			8. 出生證明編號 (若已知) / BIRTH CERTIFICATE NUMBER (if known)		
9. 第一次結婚之前的父親/家長姓名 / FATHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE 名字 / FIRST 姓氏 / LAST			10. 您需要此出生證明的原因? / WHY DO YOU NEED THIS BIRTH CERTIFICATE?		
11. 是否需要範例信函? / DO YOU NEED A LETTER OF EXEMPLIFICATION? <input type="radio"/> 是 / Yes <input type="radio"/> 否 / No		12. 您需要多少份? / HOW MANY COPIES DO YOU NEED? 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 0		13. 您與此出生證明上的人士關係為何? / HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE? 自己/家長/其他 (請說明) / SELF/PARENT/OTHER (please explain)	

請於下方以正楷清楚書寫您的郵寄與聯絡資訊 / PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

姓名 / NAME		白天的電話號碼 / DAYTIME PHONE NUMBER	
街道地址 / STREET ADDRESS		區碼 / Area Code	
公寓號碼 / APT. NO.		電話號碼 / Telephone Number	
城市 / CITY		電子郵件地址 / E-MAIL ADDRESS	
州 / STATE		郵遞區號 / ZIP CODE	

注意：出生記錄副本只能核發給與出生記錄相關的成年人，或是家長或公眾服務組織。在本申請書做出虛假、不實或誤導的陳述，或是偽造另一個人的簽名是違法的行為。違反的輕罪可處以最高 2,000 美元的罰款。  
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.

<p>14. 客戶簽名與日期 / CUSTOMER SIGNATURE AND DATE</p> <p>簽名 / SIGNATURE : _____ 日期 / DATE : _____</p>	<p>15. 客戶意見/額外的資訊 / CUSTOMER COMMENTS/ADDITIONAL INFORMATION</p>	
<p><b>費用 / FEES</b></p> <p>每份\$15 x _____份 _____美元          \$15 per copy x copies</p> <p>證明副本費用包括一項連續兩年的搜尋費用          Cost of certified copy includes a two consecutive year search</p> <p>超過兩年為 \$3/年 x _____年 _____美元          \$3 for each extra year searched x years</p> <p>隨附的總金額： _____美元          Total Amount Enclosed:</p> <p>如果檔案中找不到記錄，將核發認證的「找不到聲明」。不接受郵寄或親自送達的現金。          IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED. CASH IS NOT ACCEPTED BY MAIL OR IN PERSON.</p>	<p style="text-align: center;"><b>FOR NOTARY PUBLIC USE ONLY</b> (<i>僅僅用於公證</i>)</p> <p>APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED</p> <p>STATE OF _____          COUNTY OF _____</p> <p>SUBSCRIBED AND SWORN BEFORE ME:          THIS _____ DAY OF _____, 20 ____</p> <p>_____          NOTARY PUBLIC SIGNATURE</p>	<p>NOTARY PUBLIC SEAL</p>

迅速且安全地申請出生證明，請上網：[WWW.NYC.GOV/VITALRECORDS](http://WWW.NYC.GOV/VITALRECORDS)  
**ORDER BIRTH CERTIFICATES QUICKLY AND SECURELY AT [WWW.NYC.GOV/VITALRECORDS](http://WWW.NYC.GOV/VITALRECORDS)**

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## 重要的出生證明資訊

- 您可為您 (如果您已年滿 18 歲) 或是為您的子女，以目前的身分證明取得出生證明。律師代表其當事人提交申請的詳細說明，請參閱以下網址：[www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords)。
- 偽造的資訊 (包括偽造簽名) 以取得出生證明是輕罪，違法者可能處以每次違反最高 2,000 美元的罰款。
- 郵寄申請不接受信用卡。如果是來自國外，請郵寄國際匯票。
- 對於親自提交的所有長表單/保險庫證書申請，請預留 10–15 天處理時間。
- 郵寄的申請書大約需要 15 天的處理時間。請透過以下網址查詢目前的時間：[www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords)。

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### 申請紐約市出生證明的 3 種方式

- **線上：**請造訪 [www.nyc.gov/vitalrecords](http://www.nyc.gov/vitalrecords)，使用信用卡、金融卡或電子支票申請。線上申請將於工作日的 24 小時內處理，且可提供 UPS 快遞服務。
- **親自造訪：**請前往位於下曼哈頓的 125 Worth Street，並進入 Lafayette Street (無障礙設施) 或 Centre Street 入口。我們的開放時間是週一到週五上午 9:00 – 下午 3:30。早上排隊人數最少。請參閱以下的身分證明要求。
- **郵寄：**所有的郵寄申請都必須經過公證。請將申請書郵寄到：125 Worth Street, CN-4, New York, NY 10013。請務必附上已貼郵資的回寄信封與付款的支票或匯票 (抬頭為 “NYC Department of Health and Mental Hygiene”)。您必須提供類別 1 身分證明的影印件或是類別 2 身分證明的正本 (請參閱以下內容)。

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### 為您或子女取得出生證明的身分證明 (ID) 要求。

**類別 1：身分文件。**如果您親自申請，除非您要求長格式證明，否則您通常可以帶著短格式證明離開。

提供以下任一項，需包括您的照片、簽名且未過期：

- 任何一州或美國領土的駕照或非駕照身分證
- 公共福利卡
- 美國或外國護照
- 美國入籍證明
- 軍人身分證
- 附照片的員工身分證，可驗證的雇主與最近薪資單
- MTA 優惠價地鐵卡
- 學生證與現有已驗證且可驗證機構核發的成績單
- 附照片的服刑人身分證與釋放文件

**類別 2：地址證明。**如果您沒有以上任何文件，可以提供如以下所述的地址證明。您的證明將郵寄到文件上所提供的地址。

顯示有您的姓名和地址，並且日期在過去 60 天以內的兩份不同文件。

- 水電費帳單 (可以從您的供應商下載線上帳單)
- 政府機關的信函

如果您無法提供類別 1 或 2 的身分證明，請聯絡人口登記處，網址：[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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