Register to vote:  

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

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON BACK

<table>
<thead>
<tr>
<th>BIRTH CERTIFICATE APPLICATION</th>
<th>(Please Print Clearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LAST NAME ON BIRTH CERTIFICATE</td>
<td>2. FIRST NAME</td>
</tr>
<tr>
<td>4a. IF YOU KNOW THE EXACT DATE OF BIRTH</td>
<td>4b. IF YOU DON'T KNOW THE EXACT DATE OF BIRTH</td>
</tr>
<tr>
<td>MM DD YYYY</td>
<td>MM DD YYYY</td>
</tr>
<tr>
<td>5. NAME OF HOSPITAL OR ADDRESS WHERE BORN</td>
<td>6. BOROUGH WHERE BORN</td>
</tr>
<tr>
<td>7. MOTHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE (MAIDEN NAME):</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td>LAST</td>
</tr>
<tr>
<td>8. BIRTH CERTIFICATE NUMBER (if known)</td>
<td></td>
</tr>
<tr>
<td>9. FATHER/PARENT'S NAME PRIOR TO FIRST MARRIAGE</td>
<td></td>
</tr>
<tr>
<td>FIRST</td>
<td>LAST</td>
</tr>
<tr>
<td>10. WHY DO YOU NEED THIS BIRTH CERTIFICATE</td>
<td></td>
</tr>
<tr>
<td>11. DO YOU NEED A LETTER OF EXEMPLIFICATION? [ ] YES [ ] NO</td>
<td></td>
</tr>
<tr>
<td>12. HOW MANY COPIES DO YOU NEED? [ ] 1 [ ] 2 [ ] 3 [ ]</td>
<td></td>
</tr>
<tr>
<td>13. HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE? SELF/PARENT/OTHER (please explain)</td>
<td></td>
</tr>
<tr>
<td>14. CUSTOMER SIGNATURE AND DATE</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE: ___________________________ DATE: ____________</td>
<td></td>
</tr>
<tr>
<td>15. CUSTOMER COMMENTS/ADDITIONAL INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

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.

APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED

STATE OF ___________________________
COUNTY OF ___________________________
SUBSCRIBED AND SWORN BEFORE ME:
THIS _____ DAY OF __________, 20 ______
NOTARY PUBLIC SIGNATURE

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

VR 67 (Rev. 10/14)
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.

- 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.