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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

BIRTH CERTIFICATE APPLICATION

(Please Print Clearly)

1. LAST NAME ON BIRTH CERTIFICATE		2. FIRST NAME		3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	
4a. IF YOU KNOW THE EXACT DATE OF BIRTH MM DD YYYY		4b. IF YOU DON'T KNOW THE EXACT DATE OF BIRTH BEGIN SEARCH MM DD YYYY END SEARCH MM DD YYYY		SEE BELOW FOR FEE INFORMATION	
5. NAME OF HOSPITAL OR ADDRESS WHERE BORN					
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? <input type="checkbox"/> YES <input type="checkbox"/> NO	12. HOW MANY COPIES DO YOU NEED? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	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		DAYTIME PHONE NUMBER		Area Code Telephone Number	
STREET ADDRESS		APT. NO.		E-MAIL ADDRESS	
CITY		STATE			
		ZIP CODE			
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: _____			15. CUSTOMER COMMENTS/ADDITIONAL INFORMATION		
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		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.
