



Thank you for contacting the City of New York with your request for a certified copy of a birth certificate.

Before submitting this application by mail, please be aware that ordering a birth certificate online at www.nyc.gov/vitalrecords is a much faster and convenient process.

Using a credit card, debit card, or electronic check you can securely order a birth certificate online and it will be processed by the Office of Vital Records **within 24 hours**. Currently, the processing time for mailed applications is approximately 30 days. You may use a credit card, debit card, or electronic check in your name to order birth certificates for you and your children, provided you are named on the birth certificates.

Additional information on the online ordering process is available at www.nyc.gov/vitalrecords.



Health

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

DO NOT WRITE IN THIS SPACE

OFFICE USE ONLY

BIRTH CERTIFICATE APPLICATION (Please Print Clearly)

Form with fields for 1. LAST NAME ON BIRTH CERTIFICATE, 2. FIRST NAME, 3. FEMALE/MALE, 4a. EXACT DATE OF BIRTH, 4b. DATE OF BIRTH SEARCH, 5. NAME OF HOSPITAL OR ADDRESS WHERE BORN, 6. BOROUGH WHERE BORN, 7. MOTHER/PARENT'S NAME BEFORE MARRIAGE, 8. BIRTH CERTIFICATE NUMBER, 9. FATHER/PARENT'S NAME, 10. WHY DO YOU NEED THIS BIRTH CERTIFICATE, 11. DO YOU NEED A LETTER OF EXEMPLIFICATION?, 12. HOW MANY COPIES DO YOU NEED?, 13. HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE?

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

Mailing and contact information form with fields for NAME, STREET ADDRESS, CITY, STATE, ZIP CODE, DAYTIME PHONE NUMBER, APT. NO., E-MAIL ADDRESS, Area Code, Telephone Number.

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.

Section 3.19, NYC Health Code provides, in part: ". . .no person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report or other document in paper, electronic or any other form or medium, required to be submitted or filed with the Department." Violations shall be treated and punished as a misdemeanor and may also be subject to a fine of up to \$2,000 per violation.

14. CUSTOMER SIGNATURE AND 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.

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

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.
- 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.
- Submitting fraudulent identification is a crime and violators are subject to prosecution.
- 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 30 days.
- ID requirements are subject to change.

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, Monday – Friday.
- **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.
- **By Mail:** 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 will need to provide a photocopy of Category 1 identification (see *below*).

Identification (ID) Requirements to get a Birth Certificate for you or your child.

Category 1: We accept any of the following, **IF** it includes your photo, your signature and is unexpired:

- Driver's License
- Passport
- Government ID
- Employment ID with pay stub

Category 2: If you don't have any of the above, we also accept the following:
(certificate will be mailed to address on documents provided)

- Inmate photo ID with release papers
- Two different documents as indicated below **IF** they show your name and address and are dated within the past 60 days:
 - Utility or telephone bills
 - Letter from a government agency

Category 3: If you can't provide the above, please get:

- An original letter (we do not accept photocopies) on letterhead from a recognized organization such as the police department or a social services agency explaining why you are unable to provide photo ID from either category above