

Mail-in Application for Copy of Birth Certificate

Do not use this application if the birth occurred within the five boroughs of New York City.

Required ID documents must be sent with this application. Also enclose a check or money order payable to the New York State Department of Health. Include notarized statement (if required). Be sure to sign the form.

Certified copy processing by mail:

Enclose \$ _____ per copy.

If no record is found, your fee will not be refunded.

Send to:

DONNA AKERLEY
Fallsburg Town Clerk
P.O. Box 2019
So. Fallsburg, NY 12779
845-434-8810

<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			<p>Certified copy processing by mail:</p> <p>Enclose \$ _____ per copy.</p> <p>If no record is found, your fee will not be refunded.</p> <p>Send to:</p> <p>DONNA AKERLEY Fallsburg Town Clerk P.O. Box 2019 So. Fallsburg, NY 12779 845-434-8810</p>		
Name: (as listed on birth certificate)		Date of Birth:			
First	Middle	Last	mm / dd /yyyy		
Town, City or Village Where Birth Occurred:			Birth Certificate Number: (If known)		
Name of Hospital Where Birth Occurred: (If known)			Local Registration Number: (If known)		
Birth/Pre-marriage Name of Mother/Parent: (As listed on Birth Certificate)					
First	Middle	Last			
Father/Parent: (As listed on Birth Certificate)					
First	Middle	Last			
Reason for Requesting the Record: (Check one)					
<input type="checkbox"/> Passport	<input type="checkbox"/> Employment	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Veteran's Benefits	<input type="checkbox"/> Other (specify) _____	
<input type="checkbox"/> Social Security	<input type="checkbox"/> Working Papers	<input type="checkbox"/> Marriage License	<input type="checkbox"/> Court Proceeding	_____	
<input type="checkbox"/> Retirement	<input type="checkbox"/> School Entrance	<input type="checkbox"/> Welfare Assistance	<input type="checkbox"/> Entrance into Armed Forces	_____	
<input type="checkbox"/> Copy of Certificate of Birth Data for Foreign-born, Adopted Child.					
Specify Country: _____		Certificate "A" Number (If known) _____			
What is your relationship to person whose record is required? (If self, state "Self".)					
If you are an attorney, give name and relationship of your client to person whose record is required:					
The person/parent requesting information MUST complete and sign the box below.					
Applicant					
Name Print			Certified Copy: \$ 10.00 _____ Copies = \$ _____		
Signature		Date Signed mm / dd /yyyy	Name and address where record should be sent. (If delivery is to a P.O. Box, or to a third party, you must enclose: a notarized statement signed by the applicant AND a copy of the applicant's driver's license.)		
Address Street		Name Print			
City	State	Zip	Address Street		
Telephone Number: ()			City	State Zip	

Mail-in Application for Copy of Birth Certificate

Instructions

- Complete a separate application for each record requested.
- Use this application to mail your request.
- Use this application if you are the person named on the birth certificate or if you are that person's parent.
- Use this application if the birth occurred in New York State **outside** of New York City.
Do not use this application if the birth occurred in any of the 5 boroughs of **New York City or Long Island Jewish Medical Center**.
For NYC birth call 212-639-6375 or visit <http://www.nyc.gov/vitalrecords/>
- **Do not** use this application for genealogy requests.
For genealogy requests: https://www.health.ny.gov/vital_records/genealogy.htm.

Enclose These Documents and Payment With Your Application

Required Identification. You must send your application with copies of documents from List A or List B.

Note: You need to include a copy of your passport if the request is made from a foreign country that requires a U.S. Passport for travel.

List A

Send a copy of 1 of the documents listed below. The document must include your photo and signature. It must also be current (not expired):

- Driver license
- Non-driver ID Card
- Passport
- Other government issued photo-ID

List B

If you do not have one of the documents in List A, send copies of 2 documents from List B. Each document should show your name and address.

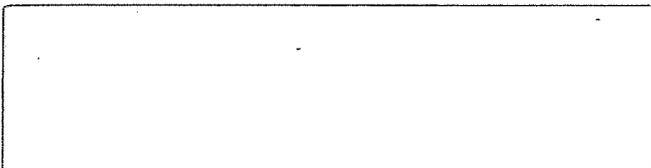
- Utility bill
- Telephone bill
- Letter from a government agency dated within the last 6 months

Fees: If no birth record is on file, you will receive a document stating this. The document is called a No Record Certification.
Your application fee will not be refunded.

- The total fee for one copy is **\$10**. Total
- Send check or money order payable to the New York State Department of Health. **Do not send cash.**

Note: Payment submitted from foreign countries must be made by a check drawn on a U.S. bank or by international money order. **Do not send cash.**

How to Mail the Application



- **Mail** application along with check or money order and a copy of the required documentation (see below). Send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

DONNA AKERLEY
Fallsburg Town Clerk
P.O. Box 2019
So. Fallsburg, NY 12779
845-434-8810

- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with copies of the required identification.