

Application Instructions for Copy of Birth Certificate from Local NYS Clerk

Instructions

- Complete a separate application for each record requested.
- Use this application to mail your request and 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.

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 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 for 2 copies is \$20, etc.
- Send check or money order payable to the Athens Town Clerk. 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.

Mail application along with check or money order and a copy of the required documentation. Requests may also be made in person but will take 1-2 business days to be completed and returned.

Athens Town Clerk
2 First Street
Athens, NY 12015

Be sure to sign the form before mailing and include a check or money order made payable to the Athens Town Clerk **along with copies of the required identification**. Payments cannot be taken over the phone or online. Debit or credit cards can be accepted at the counter for those paying in person.

Application to Local Registrar for Copy of Birth Record

CERTIFICATE INFORMATION

First Middle Last			Date of Birth		
Name			M M D D Y Y Y Y		
Place of Birth			Hospital (If not hospital, give street & number)		
			(Village, Town or City)		
			County		
First Middle Last			Maiden Name First Middle Last		
Father			of Mother		
Number of Copies Requested		Enter Birth No. if Known		Enter Local Registration No. if Known	

Purpose for Which Record is Required (Check One)

☐ Passport	☐ Working Papers	☐ Welfare Assistance
☐ Social Security-Retirement	☐ School Entrance	☐ Veteran's Benefits
☐ Social Security-SSI	☐ Driver's License	☐ Court Proceeding
☐ Retirement	☐ Marriage License	☐ Entrance into Armed Forces
☐ Employment		
☐ Other (Specify) _____		

APPLICANT INFORMATION

NAME		If attorney, give name and relationship of your client to person whose record is required	
FIRST	MIDDLE	LAST	
What is your relationship to person whose record is required?			
☐ Self ☐ Parent ☐ Other, specify _____			
Telephone No. () - -			
Social Security No. - -			
Signature of Applicant		Date	
		MM DD YY	
Address of Applicant			
Street			
City		State Zip Code	

FOR REGISTRAR'S USE ONLY
(Photocopy ID and attach to application form)

TYPE OF ID

☐ Driver's License

State _____ No. _____

☐ Other ID, specify _____

No. _____