NEW YORK STATE DEPARTMENT OF HEALTH
VITAL RECORDS SECTION

Application to Local Registrar for Copy of Birth Record

Fee: Monroe County - $30.00 / Other Districts - $10.00 per certified copy or No Record Certification

Identification Requirements: Application *must* be submitted with copies of either A *or* B.
(Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.)

A. One (1) of the following forms of valid **photo-ID**: **-OR-** B. Two (2) of the following showing the applicant's name and address:

- Driver license
- Non-driver photo-ID card
- Passport
- Employment ID

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

Name: *(as listed on birth certificate)*
First *Middle* *Last*

Date of Birth: *(mm / dd / yyyy)*

Town, city or village where birth occurred:

Name of hospital where birth occurred: *(If known)*

Maiden Name of Mother: *(as listed on birth certificate)*
First *Middle* *Maiden Last*

Local Registration No.: *(If known)*

Father: *(as listed on birth certificate)*
First *Middle* *Last*

Number of Copies Requested:

Purpose for which Record is Required: *(Check one)*

☐ Passport ☐ Social Security ☐ Retirement ☐ Employment ☐ Working Papers ☐ School entrance ☐ Driver license ☐ Marriage license ☐ Welfare assistance ☐ Veteran's benefits ☐ Court proceeding ☐ Entrance into Armed Forces

☐ Other *(specify)* _____

If request is not from child/parents named on the requested certificate, notarized authorization is required.

What is your relationship to person whose record is required? (If self, state "SELF".)

If attorney, give name and relationship of your client to person whose record is required:

Signature of Applicant: ➢

Date Signed: Month | Day | Year

Address of Applicant:

(Applicant's Name)

(Street)

(City) *(State)* *(Zip)*

Telephone No.: ( )

Fee: $10.00/Copy

Mailing Information:
City of Batavia
Clerk-Treasurer
One Batavia City Centre
Batavia, NY 14020