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To order birth certificates quickly and securely online through VitalChek, visit nyc.gov/vitalrecords and click on ORDER A BIRTH CERTIFICATE ONLINE at the top of the page.

Office of Vital Records
125 Worth Street, CN-4, Room 119
New York, NY 10013-4090

To check the status of your order (newborn certificate, birth certificate, death certificate, or birth or death certificate correction), visit <https://a816-evital.nyc.gov/eVitalVRTS/>.

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON THE SECOND PAGE.

BIRTH CERTIFICATE APPLICATION

(Please print clearly and fill out as much information in English as you can. Forms submitted in other languages will take longer to process. Translations of this form are available online for reference only — please fill out the English form in English.)

1. LAST NAME ON BIRTH CERTIFICATE		2. FIRST NAME		3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> X*	
4a. IF YOU KNOW THE EXACT DATE OF BIRTH MM DD YYYY		4b. IF YOU DO NOT 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			6. BOROUGH WHERE BORN <input type="checkbox"/> MANH <input type="checkbox"/> BRONX <input type="checkbox"/> BKLYN <input type="checkbox"/> QUEENS <input type="checkbox"/> SI		
7. MOTHER/PARENT'S NAME BEFORE FIRST MARRIAGE (MAIDEN NAME) FIRST LAST			8. BIRTH CERTIFICATE NUMBER (if known)		
9. FATHER/PARENT'S NAME BEFORE FIRST MARRIAGE FIRST LAST			10. WHY DO YOU NEED THIS BIRTH CERTIFICATE?		
11a. DO YOU NEED A LONG FORM BIRTH CERTIFICATE? ** <input type="checkbox"/> YES <input type="checkbox"/> NO	11b. DO YOU NEED A LETTER OF EXEMPLIFICATION? *** <input type="checkbox"/> YES <input type="checkbox"/> NO	12. HOW MANY COPIES DO YOU NEED? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	13. HOW ARE YOU RELATED TO THE PERSON ON THIS BIRTH CERTIFICATE? SELF/PARENT/OTHER (please explain)		

CLEARLY PRINT YOUR MAILING AND CONTACT INFORMATION BELOW.

NAME		DAYTIME PHONE NUMBER Area Code Telephone Number	
STREET ADDRESS		APT. NO.	
CITY		STATE ZIP CODE	
EMAIL ADDRESS			

NOTE: A copy of a birth record can be issued only to a person to whom the record of birth relates, if of age, or to a parent or human service organization. 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
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FEES \$15 per copy x _____ copies (maximum of 3) = \$ _____ Cost of certified copy includes a two-consecutive-year search \$3 for each extra year searched x _____ years = \$ _____ Total Amount Enclosed (sum of the two \$ amounts above): \$ _____ IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED. CASH IS NOT ACCEPTED BY MAIL OR IN PERSON. CERTIFICATE REQUEST LIMIT: UP TO THREE.	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
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ORDER BIRTH CERTIFICATES ONLINE QUICKLY AND SECURELY AT [NYC.GOV/VITALRECORDS](http://nyc.gov/vitalrecords)

*X is a gender that is not exclusively male or female (a nonbinary gender identity).
 **A short form birth certificate can be used for most domestic purposes. It includes the child's first and last names, date of birth, sex or gender marker, and the first and last names of the mother/parent and father/parent. A long form birth certificate also includes the child's place of birth and time of birth, the parents' address and other information at the time of birth, and information about the doctor who delivered the child.
 ***If you need a letter of exemplification, order a long form birth certificate.

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 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 outside the U.S., send an international money order.
- Check current processing times at nyc.gov/vitalrecords.

3 WAYS TO ORDER A NEW YORK CITY BIRTH CERTIFICATE

- **Online:** Visit 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.
- **In Person:** To make your request in person, you need to schedule an appointment online at <https://wb-nycdohmh.qmatic.cloud/qmaticwebbooking>.

If you are unable to schedule an appointment and have an emergency request related to health care coverage, government services, military, housing or employment, email nycdohvr@health.nyc.gov or call **311**.

The office is at 125 Worth Street in Manhattan and is open Monday through Friday, 9 a.m. to 3:30 p.m. Use the Lafayette Street (handicapped accessible) or Centre Street entrances.

- **By Mail:** All mailed applications must be notarized. Mail your application to 125 Worth Street, CN-4, Room 119, 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 birth certificate in most cases, unless you require a long form birth certificate.

Provide any of the following if it includes your photo and your signature and is unexpired:

- Driver's license or non-driver's ID card
- NYS benefit card with photo
- U.S. or foreign passport or passport card
- IDNYC Municipal ID
- Permanent resident card
- University or college ID with a current transcript
- Inmate ID with current release papers
- Job ID with a current pay stub
- NYC Access-A-Ride card
- NYC MTA reduced fare card
- Military ID card

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 the address on the documents provided.

Provide two different documents dated within the past 60 days, if they show your name and address (we will mail you the certificate):

- Utility or telephone bills (online bills can be downloaded from your provider)
- Official government mail that you have received

If you cannot provide Category 1 or Category 2 identification, call **311** and ask for **Vital Records assistance** or email nycdohvr@health.nyc.gov. If outside of NYC, call 212-639-9675.