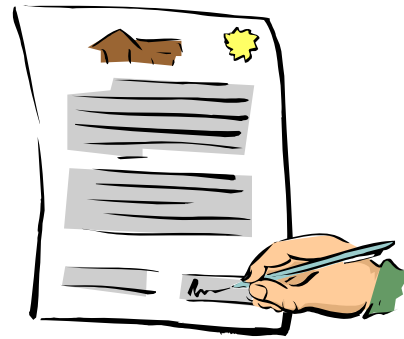


How do you Apply for a Birth Certificate in New York City?



The Door's Legal Services Center
121 Avenue of the Americas
(entrance on 555 Broome Street)
New York, NY 10013
(212) 941-9090, ext. 3280

This pamphlet contains legal information, but it should not be considered legal advice and cannot be considered as a substitute for legal advice. If you feel that you need legal advice and representation please call The Door's Legal Services Center.

If you were born in any of the five boroughs, the Department of Health will have a copy of your birth certificate on file.

There are 5 ways you can obtain a copy:

You can obtain an application in person, by telephone, by Internet, mail, or fax and fax the application to (212) 941-2172.

In Person

125 Worth Street, Room 133
(between Centre and Lafayette Streets in Manhattan) Take 4, 5, or 6 trains to Brooklyn Bridge/City Hall, or R train to City Hall or J, M, or Z to Chambers Street.

You may obtain a copy of the birth record in person between the hours of 9:00 am and 4:30 pm Monday through Friday. You will need \$15 for each copy as well as a photo ID.

Telephone

(212) 788-4505

There is operator service between 8:00 am and 4:30 pm Monday through Friday, and 24 hours 7 day a week automated service. You will need a valid credit card. The cost will be \$15 plus \$5 for mailing or \$11 extra for priority mailing in 2-3 days.

Internet

At

<http://www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf>, you can find an application. The cost will be \$15 plus \$5 for mailing or \$11 extra for priority mailing in 2-3 days.

Mail

To apply by mail you must obtain a Birth Certificate Application. You can get one by writing to:

Office of Vital Records
125 Worth Street, Box 4, Room 133
New York, NY 10013

Then send a full copy of the application letter with the following:

- A check or money order payable to the **NYC Dept. of Health(\$15)**
- Stamped, self-addressed envelope
- A copy of a signed, valid photo ID of the person named on the certificate. If the photo ID is unavailable, submit 2 proofs of name and address

Fax

1(800) 908-9164

Immediate

To get a copy of your birth record, you will need a valid credit card and a completed application. The cost will be \$15 plus \$5 for mailing or \$11 extra for priority mailing in 2-3 days.

Some Extra Things to Know

If you are a minor (under the age of 18) you will need a signed letter from a parent or guardian giving you permission to get a copy of a birth record. This letter will also need to be notarized (signed by a professional witness; ask anyone upstairs in Legal Services

If you are emancipated from your family, you do not need your parents signature to get a birth certificate.

If you have a Social Security number, it will be listed on your birth certificate.

If you are getting a birth record for someone else, they will need to give you a signed, notarized letter giving you permission to do so. And you must have a copy of their photo ID.

Questions?

If you are between the ages of 12 and 21, you can contact:

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