

Birth Certificates

Who is eligible to obtain a birth certificate copy?

- The person named on the birth record.
- A parent of the person who is named on the birth certificate (the requesting parents name must be on the birth record).
- Only by order of a New York State Court may a spouse, child or other person(s) obtain a copy of a birth certificate.

Identification Requirements – application must be submitted with copies of either A or B:

A. One (1) of the following forms of valid photo-ID

- Driver license
- State issued non-driver photo-ID card
- Passport
- U.S. Military issued photo-ID



B. Two (2) of the following showing the applicants name and address *must* be provided:

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

~ Failure to provide necessary identification will result in the rejection of your application. ~

What is the fee for a birth certificate copy?

The fee is \$30.00 per birth certificate copy.

Internet and telephone orders require a major credit card. There is an additional \$6.00 vendor processing fee per transaction (not per copy).

Payment of mail order copies may be made by check or money order drawn on a United States bank payable to Monroe County Vital Records – **DO NOT SEND CASH.**

How long will it take?

Internet or telephone requests are processed within two (2) to three (3) business days of receipt. Each order is sent out via U.S. First Class Mail unless UPS handling is selected at an additional \$17.50 fee.

Mail requests are currently processed with five (5) business days from which they are received. Completed applications will be returned via U.S. First Class Mail unless a **pre-paid** return mailer for overnight delivery is included with the request.

Methods of ordering:

Choose an order method preference to get additional information:

- Order over the [internet](#)
- Order by [telephone](#)
- Order by [mail](#)

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