



Information Page – Request for Copy of Birth Certificate

General Instructions

- Use this application only if you are the person named on the birth certificate (self) or the parents of said person.
- **DO NOT** use this application for *genealogy* requests.
- Mail the completed form, copy of a valid drivers license, and payment to: Town Clerk's office: 4160 Upper Mountain Road, Sanborn, NY 14132.

Who is eligible to obtain a birth certificate copy?

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

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

One (1) of the following forms of Valid photo ID:

- Valid Driver's License
- State issued Non-Driver photo-ID card
- Passport
- US Military issued photo- ID

Two (2) of the following showing the applicant's name and address:

- Utility or telephone bills
- Letter from a government agency dated within the past 6 months

Fees:

- Cost is \$10.00 for each certified copy
- If no record is on file, a "No Record Certification" will be issued