



31 Chambers Street  
 New York, N.Y. 10007  
 Phone: 311 or (212) NEW-YORK (outside NYC)  
 nyc.gov/records

# BIRTH

APPLICATION FOR A SEARCH AND/OR CERTIFIED COPY OF A BIRTH RECORD PRIOR TO 1910:

**FEES:**

- \$15.00 Issuance of certified copy, when certificate number is provided, or search of birth records in one year and one City/Borough for one name and issuance of one certified copy or “not found” statement.
  - \$ 2.00 Per additional year to be searched in one City/Borough for the same name.
  - \$ 2.00 Per additional City/Borough to be searched in one year for same name.
  - \$10.00 Per additional copy of record.
  - \$ 5.00 Per letter of exemplification. Enclose payment for a letter of exemplification in a separate check or money order. If the record is “not found” the payment for the letter will be returned.
- Enclose stamped, self-addressed envelope.
  - Make check or money order payable to: NYC Department of Records.
  - To expedite processing, please send each request separately.

PLEASE PRINT OR TYPE

Last name on birth record	First name	Female/Male
Date of birth		
Month	Day	Year (s)
Place of birth – if at home, house number and street		City/Borough
Father’s name, if known	Mother’s name, if known	
Your relationship to person named above		Certificate no., if known
Purpose for which this record will be used		Number of copies requested
Your Name, please print		Signature
Address		
City	State	Zip Code