

**APPLICATION FOR COPY OF BIRTH RECORD**  
**New York State Birth Certificate Request Form**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(First) (Middle) (Last)

Place of Birth (e.g. Hospital or Residence): \_\_\_\_\_

Village, Town or City: \_\_\_\_\_ County: \_\_\_\_\_

Father: \_\_\_\_\_  
(First) (Middle) (Last)

Mother: \_\_\_\_\_  
(First) (Middle) (Last)

Number of Copies Requested: \_\_\_\_\_  Standard Size  Wallet Size

Birth Certificate # If Known: \_\_\_\_\_ Local Register # If Known: \_\_\_\_\_

Purpose For Which Record is Required (check one):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Passport              | <input type="checkbox"/> Working Papers   | <input type="checkbox"/> Welfare Assistance         | <input type="checkbox"/> Social Security    |
| <input type="checkbox"/> Retirement            | <input type="checkbox"/> Driver's License | <input type="checkbox"/> School Entrance            | <input type="checkbox"/> Veteran's Benefits |
| <input type="checkbox"/> Employment            | <input type="checkbox"/> Marriage License | <input type="checkbox"/> Entrance into Armed Forces | <input type="checkbox"/> Court Proceeding   |
| <input type="checkbox"/> Other (specify) _____ |   |   |   |

Describe your relationship to the person whose record is required (If self, state "self"):

If attorney, name and relationship of your client to persons whose record is required:

Client: \_\_\_\_\_ Relationship: \_\_\_\_\_

**This office requires written authorization of the person/parents whose record is requested before a search is processed.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please PRINT or TYPE name and address where record should be sent:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**WHERE TO APPLY: Mail to**  
**Town of Clayton • 405 Riverside Drive • Clayton, NY 13624**



**TYPES OF ACCEPTABLE IDENTIFICATION**

1. Driver's License
2. Non-Driver's License
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicant's name and address
8. Police report of lost or stolen ID

**COSTS: \$10.00**  
**Money Order**  
**with a Copy of**  
**Form of ID**  
**REQUIRED!**

**APPROXIMATE TIME FROM APPLICATION TO ISSUE: One Week**  
**DO NOT ISSUE copy unless ONE of the above types of Identification is present.**