**CERTIFIED COPIES OF BIRTH, MARRIAGE, AND/OR DEATH RECORDS**

1. All requests must be in writing w/ proper identification and, if required, documentation of a lawful right or claim.
2. No record will be looked up, or information given, over the telephone.
3. A $10 fee is required for each certified copy.
4. Only the following individuals are eligible for records:

Death

* The spouse, parent, child or sibling of the deceased
* Documented lawful right or claim: If the applicant is not the spouse, parent, child or sibling of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested death record.
* Documented medical need
* New York State Court Order

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

1. 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
2. Two (2) of the following showing the applicant's name and address:
	* Utility or telephone bills
	* Letter from a government agency dated within the last six (6) months

Birth

* 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 either A *or* B:

1. 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
2. Two (2) of the following showing the applicant's name and address:
	* Utility or telephone bills
	* Letter from a government agency dated within the last six (6) months

Marriage

* The spouses
* Documented judicial or other proper purpose: If the applicant is not a spouse, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested marriage record.
* New York State Court Order

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

1. 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
2. Two (2) of the following showing the applicant's name and address:
	* Utility or telephone bills
	* Letter from a government agency dated within the last six (6) months