

Instructions to obtain a Birth Certificate by mail:

- DO NOT USE THIS APPLICATION FOR GENEALOGY REQUESTS.
- Application or letter of request is required.
- If mailing letter of request, please include the following: name at birth, date of birth, mother's name (*first, full middle, maiden name*), father's name (*first, full middle, last name*), reason why you need the birth certificate, applicants phone #, mailing address, and signature.
- A copy of applicant's **valid** driver's license or state issued non-driver ID card is required (**current mailing address must match the address listed on applicant's identification**). If you do not have a valid driver's license, please contact our office at 315-339-7756 for other acceptable forms of identification.
- If you are not the parent on the record but have custody of the child, please provide a legible photocopy of the entire custody paperwork. Custody papers must be signed and certified or re-certified within one year from the date the application is received.
- The fee for a birth certificate is \$10.00 *per copy* - **Money orders only, we do not accept personal checks.** Please make money order payable to *Rome City Clerk*.
- The return mail policy is within 2 days upon receipt of the request. Please include a self-addressed stamped envelope with your request. *****If applicant's return address is a Post Office Box, a signed notarized letter of consent is required, giving the Rome City Clerk's Office permission to mail the birth certificate to the PO Box.**
- If your need is urgent, we suggest using an overnight mail service to send the request, and include a self-addressed, pre-stamped overnight envelope that we can send back once your request is processed. Overnight mail applications are processed the same day they are received in our office.

MAIL ALL REQUESTS TO:

**Office of the City Clerk
198 N. Washington St.
Rome, NY 13440**

For more information on eligibility requirements or to order vital records online, see the New York State Department of Health Vital Records at https://www.health.ny.gov/vital_records/

Application to Local Registrar For Copy of Birth Record

First Middle Last					Date of Birth					
Name					M M		D D		Y Y Y Y	
Place of Birth <small>Hospital (if not hospital, give street & number)</small>					Village, Town or City				County	
First Middle Last					Mother's Maiden Name		First Middle Last			
Father's Name					Mother's Maiden Name					
Number of Copies Requested			Enter Birth No. if Known			Enter Local Registration No. if Known				
Purpose for which Record is Required (Check One)		<input type="checkbox"/> Passport <input type="checkbox"/> Social Security-Retirement <input type="checkbox"/> Social Security SSI <input type="checkbox"/> Retirement <input type="checkbox"/> Employment			<input type="checkbox"/> Working Papers <input type="checkbox"/> School Entrance <input type="checkbox"/> Driver's License <input type="checkbox"/> Marriage License			<input type="checkbox"/> Welfare Assistance <input type="checkbox"/> Veteran's Benefits <input type="checkbox"/> Court Proceeding <input type="checkbox"/> Entrance into Armed Forces		
		<input type="checkbox"/> Other (specify) _____								
First Middle Last					If attorney, give name and relationship of your client to person whose record is required					
Name										
What is your relationship to person whose record is required?					Name of Client _____ Relationship _____					
<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Other, specify _____										
Telephone No. (_____) _____ - _____					FOR REGISTRAR'S USE ONLY TYPE OF ID (Photocopy ID and attach to application form) <input type="checkbox"/> Driver's License State _____ No. _____ <input type="checkbox"/> Other ID, specify _____ No. _____					
Signature of Applicant _____ Date _____										
M M D D Y Y										
Address of Applicant										
Street _____										
City _____			State _____		Zip Code _____					

TYPES OF ACCEPTABLE IDENTIFICATION

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

DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED DOH-296A (11/94)