Birth Certificates from New York City

✓ Application Packet requires several special components:
  ✓ Notarized NYC Birth Certificate Application (signed by client and attorney, available at website below)
  ✓ Copy of client’s unexpired photo i.d. OR two proofs of client’s mailing address. Proofs of address must be from a government agency or utility/phone company and be dated within the last 60 days.
  ✓ Cover letter on law firm/office letterhead
  ✓ Copy of your photo identification and attorney identification
  ✓ Copy of HAP’s Release of Information Authorization
  ✓ Check or money order for correct amount ($15)

✓ Send application packet via Priority Mail/Fed Ex/UPS and include a self-addressed, stamped envelope for return. Application should be sent to:
  NYC Department of Health, Office of Vital Records
  125 Worth Street, CN-4, Room 133, New York, NY 10013-4090

✓ NYC will NOT return the birth certificate to you. They will only mail it to the client directly, based on the 2 proofs of mailing address provided. Therefore, please ask client to monitor his/her mail for this important document and to call you when it arrives.

✓ Additional information can be found at:
  http://www1.nyc.gov/nyc-resources/service/1209/birth-certificate

Please contact your HAP staff attorney with any questions: 215-523-9595

Thank you for volunteering with HAP!