



# • Application for Birth Certificate •

Registrar • 1 Roosevelt Sq • Mt. Vernon, NY 10550 • (914) 665-2356

**PLEASE NOTE: Only for births that occurred in Mt. Vernon, NY. Copies of birth certificates are only available to the person named on the certificate (18 years or older), the person's parents, legal guardian (custodial documents are required) or anyone who presents a court order.**

## REQUIREMENTS FOR IN PERSON AND MAIL REQUESTS

**1**

**Identification (ONE of the following)** Driver License or Non-driver ID, Passport , or Military ID (**IDENTIFICATION CANNOT BE EXPIRED**) If you do not have one of the above, you will need to call our office

In Person: Original identification from the above mentioned list along with this form

By Mail: A photocopy of one of the above mentioned acceptable forms of identification along with this notarized application and a self addressed , stamped envelope for return

**2**

**Payment due is \$10.00 per copy We do not accept personal checks.**

In Person: We accept cash, money order or certified bank check

By Mail: We only accept money orders or certified bank checks made payable to "The City of Mount Vernon"

CERTIFICATE INFORMATION

First Name Middle Name Last Name (at birth) Date of Birth

Place of Birth Number of Copies Requested

Full Maiden Name of Mother Father:

Purpose record is required

APPLICANT

Full Name Relationship

Telephone Number Address

Signature \_\_\_\_\_ Date



**If you are mailing your request, please sign this form in the presence of a notary public**

NOTARY PUBLIC

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared, \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument as well as his/her signature. My commission expires on \_\_\_\_\_.

\_\_\_\_\_  
NPublic signature NPublic printed name