

Information Page Mail-in Application for Copy of Birth Certificate

General Instructions

Do not use this application to submit your request *by fax*.

Use this application only if you are the person named on the birth certificate or that persons parents.

Use this application only if the birth occurred in New York State *outside* of New York City. **Do not** use this application if the birth occurred in any of the five (5) boroughs of New York City.

Do not use this application for *genealogy requests*.

Print a copy of this application, complete and sign.

Mail application along with check or money order and a copy of the required documentation (see below).

For regular handling send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

For priority handling: 518-234-1719

Town of Cobleskill
378 Mineral Springs Road
PO Box 327
Cobleskill, NY 12043

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

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

A. One (1) of the following forms of valid photo-ID:

- Driver license
- Non-driver license
- Passport
- Other government issued photo-ID

B. Two (2) of the following showing the applicants name and address:

- Utility bill or telephone bill
- Letter from a government agency dated within the last six (6) months

Fees: If no record is on file, a **No Record Certification** is issued and the fee is **not** refunded.

For regular handling: The fee is \$10.00 per copy. Total for one (1) copy is \$10.00. Total for two (2) copies is \$20.00, etc.

For priority handling:

Completed requests will be returned by first class mail unless a **pre-paid** return mailer for overnight delivery is provided with the request.

Send check or money order payable to the Town Clerk. **Do not send cash.**

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. **Do not send cash.**

Completing the Form:

You can print out a blank copy of the form and then type or print the required information.

Be sure to sign the form before mailing and include a check or money order made payable to the Town Clerk along with copies of the required identification.

