

CERTIFICATE INFORMATION

Name: First/Middle/Last	Date of Birth: ____/____/____ MM DD YYYY
Place of Birth: (Give Street Name and Number)	
Father: First/Middle/Last	Maiden Name of Mother First/Middle/ Last
Number of Copies:	
Reason for Request: <input type="checkbox"/> Passport <input type="checkbox"/> Social Security <input type="checkbox"/> Kindergarten Entrance <input type="checkbox"/> Social Services <input type="checkbox"/> Employment <input type="checkbox"/> Other	
Explain Other:	

APPLICANT INFORMATION

Name:	
What is your relationship to person whose record is required? <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Other: _____	REGISTRAR USE ONLY
Date: _____	Driver's License Number: _____
Telephone No. _____	Expiration Date: _____
Applicant Signature: _____	Other ID: _____
Address: _____ _____	Fee: \$10.00 per copy or No Record Certification Please include a copy of your driver's license, along with payment made payable to: Diane M. Marco, Rotterdam Town Clerk 1100 Sunrise Blvd., Rotterdam, NY 12306
Out of State – Money Orders Only	

Who is eligible to obtain a Birth Certificate Copy?

- The person named on the Birth Certificate
- A parent of the person named on the Birth Certificate (requesting parents 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.

Information Page
Mail-in Application for Certified 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 person's parents.
- Use this application only if the birth occurred in the Town of Rotterdam
- Print a copy of this application, complete and sign.

Mail application along with check or money order, a copy of the required documentation, and a self-addressed stamped or prepaid return envelope (see below).

For regular handling send by first class mail, registered mail, certified mail, or U.S. Priority mail to:
Town of Rotterdam
Town Clerk's Office
1100 Sunrise Boulevard
Rotterdam, NY 12306

Identification Requirements: Application must be submitted with copies of:

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

- Driver's License
- Non-driver's License
- Passport
- Other government issued photo ID

Fees:

- The fee is \$10.00 per copy. Total for one (1) copy is \$10.00. Total for two (2) copies is \$20.00, etc.
- Return: Completed requests will be returned by furnished first class mail or pre-paid return mailer.
- Send check or money order, made payable to the Town of Rotterdam Town Clerk
- Do not send cash.
- Note: Payment submitted from out of state must be made by money order only.

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