# INSTRUCTIONS TO OBTAIN A BIRTH CERTIFICATE

**PLEASE READ INSTRUCTIONS CAREFULLY!** If you do not understand these instructions, call (716) 439-6676. Failure to include necessary documentation will result in a delay or rejection of processing your application.

#### You can obtain a birth certificate ONLY if you are:

• A person named on the birth certificate. The birth certificate must be your own, or you must be a parent of the person named on the birth certificate (requesting parent's name must be on the birth certificate.

OR

• Only by order of a New York State Court may a spouse, child, or other persons obtain a copy of a birth certificate.

#### **General Instructions:**

- Complete and sign form. Your signature **MUST** be notarized.
- Mail the completed application, copy of your identification, & money order to:

Lockport City Clerk Lockport Municipal Building One Locks Plaza Lockport, NY 14094

### **Cost and payment:**

- Fee is \$10.00 for each certified copy.
- Money order shall be made payable to "Lockport City Clerk"
- If you send a personal check, we will hold the record for three (3) weeks to allow time for the check to clear the bank.

## <u>Identification requirements – application must be submitted with copies or either A or B:</u>

- A. One (1) of the following:
  - Driver's license or State issued non-driver photo ID card
  - Passport
- B. Two (2) of the following:
  - Recent utility or telephone bill
  - Letter from a government agency dated within the last six (6) months
  - Other valid photo identification

Mail to: Lockport City Clerk, Lockport Municipal Bldg., One Locks Plaza, Lockport, NY 14094

# **Information on Record Requested**

Name on record:			Date of Birth		
	First	Middle	Last		
Father's Name:					
	First	Middle	Last		
Mother's Name:					
First		Middle	Maiden N	aiden Name	
		Applicant In	<u>nformation</u>		
Your name:				SSN:	
Your Relationship		MOTHER □FATH		t show proof of entitlement)	
Mailing Address: _					
City			State	Zip	
Phone # ()_	<del>-</del>	-			
		Mailing Inf	<u>Cormation</u>		
Number of Copies	Requested: _	(enclose mon	ey order for \$	10.00 per copy)	
Purpose for Reque	st (please che	eck one):			
☐ Passport Application		☐ Welfare assis	stance	☐ Employment/Working papers	
☐ Social Security/Retirement		☐ School Entra		☐ Military/Veteran's benefits	
☐ Marriage License ☐ Other (specify)		☐ Driver's Lice		☐ Court proceedings	
Signature (must be	notarized)			Date:	