

## **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.

### **Identification requirements – application must be submitted with copies of either A or B:**

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

