

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 person's 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:

Tompkins County Health Department  
Vital Records Section  
55 Brown Road  
Ithaca, NY 14850

**Identification Requirements: Application *must* be submitted with acceptable identification:**

**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
- Naturalization Papers
- Military ID
- Employer's Photo ID
- Police report of lost or stolen ID

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B. Two (2) of the following showing the applicant's name and address:

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

**Fee per transaction:\***

- \$30 for the first certified copy, \$15 for each additional copy
- \*One transaction refers to one customer ordering a single record at any one time.

