

## Dual Citizenship Guidelines for Obtaining Certified Documents New York State Department of Health (NYSDOH)

### Parent, Grandparent or Great Grandparent's Birth Record:

1. ~~Still Living:~~ If the person whose record is being requested is still living:
  - a. The parent/grandparent/great grandparent may request his or her own record. The record will be sent to the requestor who may then give it to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
  - b. The parent/grandparent/great grandparent may request his or her own record and include a signed and notarized letter stating that he or she gives the department permission to send the document to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
  - c. If the applicant has power of attorney (POA) for the parent/grandparent/great grandparent, the applicant may request the record. The POA must be signed by the person named on the birth certificate. The language stated in the POA must be sufficient to allow the person given POA to obtain the birth certificate. Applicant must include the power of attorney, a copy of the applicant's identification and a completed application.
2. ~~Deceased:~~ A court order from a New York State Court of competent jurisdiction is required. The Department of Health cannot advise you on obtaining a court order. You may wish to consult an attorney familiar with New York State Public Health Law.

### Parent or Grandparent's Marriage Record:

1. Bride or Groom Still Living: If either party to the marriage is still living:
  - a. The bride or groom may request his or her own marriage record. The record will be sent to the requestor who may then give it to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
  - b. The bride or groom may request his or her own marriage record and include a signed and notarized letter stating that he or she gives the department permission to send the document to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
  - c. If the applicant has power of attorney (POA) for the bride or groom, the applicant may request the record. The POA must be signed by the bride or the groom on the marriage certificate. The language stated in the POA must be sufficient to allow the person given POA to obtain the marriage certificate. Applicant must include a copy of the applicant's identification along with the power of attorney and completed application.
2. Bride and Groom Both Deceased: If both the bride and groom are deceased, applicant must include copies of their death records, a copy of applicant's identification, documentation demonstrating relationship, and a notarized Affidavit to Request Certified Copy of Marriage Certificate.

**NOTE: Submitting a false affidavit may result in prosecution for perjury.**

### Grandparent's Death Record:

The applicant must include along with the application for a death certificate, a completed and notarized Affidavit to Request Certified Copy of Death Certificate, documentation demonstrating relationship and a copy of his or her identification.

**NOTE: Submitting a false affidavit may result in prosecution for perjury.**

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**Anyone applying for certified copies of records must provide identification.**

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

**EITHER**

A. One (1) of the following forms of photo-ID (must include date of birth, signature and valid expiration date):

- Driver license
- Non-driver license (DMV issued identification)
- Passport
- U.S. Military photo-ID (issued to active, reserve or retired military personnel only)

**OR**

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

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

Note: Copy of Passport is required in addition to identification from A. or B. above if the request is made from a foreign country that requires a U.S. Passport for travel.

### Affidavit to Request Certified Copy of Death Certificate

#### Affidavit for Use with Dual Citizenship Application Requests

<b>FOR OFFICE USE</b>
Ref. # _____

I, \_\_\_\_\_, swear or affirm under penalty of perjury that the statements made herein and any accompanying documentation are true and correct to the best of my knowledge and belief.

I reside at \_\_\_\_\_  
*(Street Address) (City) (State) (ZIP Code)*

and I am requesting a certified copy of the death record of \_\_\_\_\_ who  
*(Full Name of Deceased - First Middle Last)*

was born on \_\_\_\_\_ and who died on \_\_\_\_\_  
*(MM/DD/YYYY) (Date of Death or Period to Be Searched)*

The death occurred in the City, Town or Village of \_\_\_\_\_ in New York State.  
*(City, Town or Village Where Death Is Believed to Have Occurred)*

A certified copy of this record is required for the purpose of obtaining citizenship with \_\_\_\_\_  
*(Name of Country)*

I am related to the Deceased as follows: *(Show name and relationship of descendants from the deceased to yourself. For example, I, Joseph Kelly, am the son of Mary McCormick, who is the daughter of Simon Green, who is the son of the deceased, Alice Faillugh.)*

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I also swear or affirm that this affidavit is being made for the sole purpose of obtaining the death certificate for the purpose stated above. (Submit photocopies of the citizenship requirements as well as any birth and/or marriage records necessary to document your relationship to the deceased.)

► \_\_\_\_\_  
Signature of Applicant

Below to be completed by Notary Public

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } **SS:**

Subscribed and sworn to  
(affirmed) before me this \_\_\_\_\_ day

of \_\_\_\_\_

► \_\_\_\_\_  
Notary Public

### Affidavit to Request Certified Copy of Marriage Certificate

Affidavit for use with Dual Citizenship Application Requests

<b>FOR OFFICE USE</b>
Ref. # _____

I, \_\_\_\_\_, swear or affirm under penalty of perjury that the statements made herein and any accompanying documentation are true and correct to the best of my knowledge and belief.

I reside at \_\_\_\_\_  
*(Street Address) (City) (State) (ZIP Code)*

and I am requesting a certified copy of the marriage record of \_\_\_\_\_ and  
*(Bride/Maiden Name)*

\_\_\_\_\_ who were married on \_\_\_\_\_  
*(Groom) (Date of Marriage)*

with a license issued by the City / Town of \_\_\_\_\_ in New York State.  
*(Town or City where license is believed to have been issued)*

A certified copy of this record is required for the purpose of obtaining citizenship with \_\_\_\_\_  
*(Name of Country)*

I am related to the Bride or Groom as follows: *(Show name and relationship of descendents from yourself to the bride or groom. For example, I, Joseph Kelly, am the son of Mary McCormick, who is the daughter of Simon Green, who is the son of the bride, Alice Faillugh.)*

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I also swear or affirm that this affidavit is being made for the sole purpose of obtaining the record of marriage for the purpose stated above and that both the bride and groom on the record are deceased. (Submit photocopies of the bride and groom's death certificates with this affidavit.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ *Below to be completed by Notary Public* \_\_\_\_\_

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS:

Subscribed and sworn to  
(affirmed) before me this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public