

City of Amsterdam, New York

Birth Certificates

There are three ways to obtain your own or your child's birth certificate:

IN PERSON

You must have PROPER IDENTIFICATION:

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

- One (1) of the following forms of valid photo-ID:
 - Driver license
 - State issued non-driver photo-ID card
 - Passport
 - U.S. Military issued photo-ID
- Two (2) of the following showing the applicant's name and address:
 - Utility or telephone bills
 - Letter from a government agency dated within the last six (6) months

Fee is \$10.00. We accept checks, money orders, and/or cash.

**** IF YOU WERE BORN AT AMSTERDAM MEMORIAL HOSPITAL YOU MUST CONTACT
THE AMSTERDAM TOWN CLERK AT (518) 842-7961 ****

BY MAIL

Fill out the application below and mail along with a copy of your Identification and a \$10.00 check or money order made payable to City of Amsterdam to the following address:

City of Amsterdam
61 Church St.
Amsterdam, NY 12010

Please enclose a self addressed, stamped envelope.

BY PHONE OR INTERNET

The [New York State Department of Health](#) does not accept credit cards or on-line orders for vital records. However, for your convenience, you can process on-line requests through VitalChek Network, Inc., an independent company that we have partnered with in order to provide this service. VitalChek can be reached either through its website, www.vitalchek.com, or by phone at 1-877-854-4481. An additional fee is charged by VitalChek for using this service. VitalChek accepts all major credit cards, including American Express®, Discover®, Visa® and MasterCard®.

Fees:

VitalChek Processing Charge - \$7.25 per transaction and includes all certificate copies requested.

UPS Return Delivery Charge (optional) - \$14.00 per transaction to destinations within the continental United States; call VitalChek at 1-877-854-4481 for rates to other destinations.

Certified Copy Fee (Priority Handling) - Internet and telephone requests receive priority handling. The \$45.00 fee for each certified copy of a birth, marriage, death or divorce certificate requested includes a \$15.00 (per copy) priority handling fee.

Note:

The total cost of the New York State copy fee, priority handling fee, VitalChek processing charge and UPS charge (if applicable), will be posted to your credit card account.

You must use your own major credit card.

How long will it take?

Internet or telephone requests receive priority handling and are processed within five (5) to ten (10) business days of receipt.

TYPES OF ACCEPTABLE IDENTIFICATION

1. Driver's license
2. Non-driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicant's name and address
8. Police report of lost or stolen ID

DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED