

City of Amsterdam

Birth Certificate Requests

Birth records can only be released to the person themselves once they are 18 years old, a parent listed on the birth record, a lawful representative or by court order. Birth records are not public records and New York State Public Health law protects their confidential nature. A birth record, for those people born in the City of Amsterdam, also can be requested by mail, under the same restrictions mentioned above. All those wishing a birth certificate must supply the full name at birth, date of birth, place of birth, father's name, mother's name including maiden name, and be able to prove their identify and verify the purpose for which the certificate is being requested.

IN PERSON

You must have **PROPER IDENTIFICATION**:

Identification Requirements - **either** A or B:

- A.** 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
- B.** 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 for each certified Birth Certificate

We accept checks, money orders, credit cards (\$3.00 service fee) 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, mail along with a copy of your Identification and a \$10.00 check or money order, for each certified Birth Certificate, 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

****Please be sure that the address listed on your form of identification matches the address on the application form. If they do not match, this will result in a delay in processing your request. ****

Application to Local Registrar for Copy of Birth Record

CERTIFICATE INFORMATION

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">First</td> <td style="width: 33%; text-align: center;">Middle</td> <td style="width: 33%; text-align: center;">Last</td> </tr> <tr> <td colspan="3">Name</td> </tr> </table>	First	Middle	Last	Name			Date of Birth <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>									M	M	D	D	Y	Y	Y	Y
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Father																							
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APPLICANT INFORMATION

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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