RECORDS BY MAIL

Certified copies of birth, death, marriage certificates may be ordered directly by mail from the City of Middletown in the following manner:

**Birth Certificates by Mail:**
1. A request from a qualified applicant may be accepted in writing on a signed application (link to website below) or a signed letter under the following conditions:
   - Birth certificates are only released to the person named on the birth certificate or the parents named on the birth certificate with proper identification requirements (see #2 below for requirements).
   - The applicant provides the name, date of birth, place of birth, father’s first and last names and mother’s first and maiden names of the person on the birth certificate; and
   - The applicant provides his/her current name and address along with their relationship to the person named on the birth certificate.
   - Include your phone number on the application for contact.

**Death Certificates by Mail:**
- Death certificates are only released to surviving spouse, biological children or parents to the deceased with the proper identifications requirements. (See #2 below for requirements).
- The applicant provides name of deceased, date of death in writing or application on website.
- Include your phone number on the application for contact.

**Marriage Certificates by Mail:**
- Marriage certificates are only released to each spouse with identification requirements.
- The applicant provides name of both spouses and date of marriage in writing or application on website with identification requirements. (See #2 below for requirements).
- Include your phone number on the application for contact.

2. Identifications Requirements – One (1) of the following:
   - Copy of your valid non-expired Driver’s License
   - Copy of State issued non-driver photo-ID card
   - Copy of non-expired Passport

3. Printing the Forms
   - Applications for copies of birth, death and marriage are available on our website on the City Clerks Web Page.

4. Fees
   - The fee is $10.00 per copy
   - Please enclose money order payable to the City of Middletown
   - Do not send cash

5. Handling
   - Please enclose a business size self-stamped envelope with your address for return of record.
   - Mail application, fee, and envelope to: City Clerk Office, Box 4, 16 James Street, Middletown, New York, 10940.

NOTE: Failure to include the necessary identification will result in rejection of your application.