

To request a Birth Certificate in person or by Mail

How do I obtain a birth certificate copy for someone born in the City of Middletown?

- Visit the City Clerk/Registrar's Office at City Hall, 16 James Street, Middletown, NY 10940

Who is eligible to obtain a birth certificate copy?

- The person named on the birth certificate (must be at least 18 years old).
- A parent of the person named on the birth certificate (the requesting parent's name must be on the birth certificate).
- Only by order of a New York State Court may a spouse, child or other person obtain a copy of a birth certificate.

Do I need to fill out any paperwork?

You are required to complete an application to obtain a copy of a birth certificate. (See Application for Birth Record on our website – City Clerk page.)

What Identification items do you accept?

- A. One (1) of the following forms of valid photo-ID:
- Valid Driver license – not expired
 - State issued non-driver photo-ID card
 - Passport
 - U.S. Military issued photo-ID,

What is the fee for a birth certificate copy?

- The fee is \$10.00 per birth certificate copy.
- Make your check or money order payable to City of Middletown.
- **Do not send cash.**

Request by Mail:

You may request a copy of a birth certificate by mail by sending a completed application, a self-stamped envelope with your address to send it back to you, copies of the appropriate identification, and a \$10.00 check or money order for each copy made payable to the City of Middletown to:

**City Clerk/Registrar
City Hall
16 James Street
Middletown, NY 10940**