

**Information Page — Fax Application for Copy of Birth Certificate**

**General Instructions**

- **Do not** use this application to submit your request *by mail*.
- Use this application only if you are the person named on the birth certificate or that person's parents.
- Use this application only if the birth occurred in New York State *outside* of New York City. **Do not** use this application if the birth occurred in any of the five (5) boroughs of New York City.
- **Do not** use this application for *genealogy requests*.
- **Use only your own credit card:** The applicant's address, i.e., the place where the certificate copy will be mailed, *must* match the address on file with the credit card company.
- Print a copy of this application, complete and sign.
- **Fax** application along with a copy of any required documentation to **1-877-854-4607**.  
If you must verify receipt of the fax, please call VitalChek at 1-877-854-4481.

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

- A. One (1) of the following forms of valid photo-ID.
- Driver license
  - Non-driver license
  - Passport
  - Employment ID
- B. Two (2) of the following showing the applicant's name and address.
- Utility bill or telephone bill
  - Letter from a government agency dated within the last six (6) months

**Fees:** If no record is on file, a **No Record Certification** will be issued and the fee is **not** refunded.

- **Priority Handling:** Faxed requests are given priority handling. The \$45.00 per copy fee includes a \$15.00 priority handling fee. The \$11.95 VitalChek processing fee and the optional \$13.00 FedEx return delivery fee are per transaction.
- **Example:** The fee is \$45.00 per copy + \$11.95 VitalChek processing fee + \$13.00 Federal Express return delivery (optional) – Total for one (1) copy is \$69.95; Total for two (2) copies is \$114.95; etc.

**Note:** The FedEx fee for USA mainland delivery is \$13.00. Call VitalChek at 1-877-854-4481 for rates to other destinations.

**Processing Time**

Requests submitted by fax are given priority handling and will be processed within four (4) weeks of receipt.

**Completing the Form**

- If you are using Adobe Reader® 5.0 or newer (available as a free download from *www.adobe.com*) you can fill in the form directly in Adobe Reader by clicking on the appropriate space and entering the information (use the TAB key to move to the next field, shift-TAB to move backwards). Print the completed form and sign.
- You can print out a blank copy of the form and then **type or print** the required information.
- You must give credit card information and it must be **your own card**.
- The form must be **signed** and faxed along with a copy of the documentation of a lawful right or claim, if required (see above.)

