

Geneva City Clerk
47 Castle Street
Geneva, NY 14456

(315)789-2603
M – F 8:30am to 4:30pm
www.visitgenevany.com

Instructions for obtaining a certified birth certificate with a raised seal:

NOTE: The Geneva City Clerk's Office only has birth records for people who were born within the city limits, and birth certificates may only be obtained by the person named or a parent listed on the certificate. All birth certificates include parent(s) names listed on the birth record.

- Appear in person at the Geneva City Clerk's Office at 47 Castle Street, Geneva, NY with your photo ID (Driver's License) and request.

OR

- Send a written request indicating your name at birth and date of birth with a copy of your photo ID (Driver's License) to the Geneva City Clerk, 47 Castle Street, Geneva, NY 14456. A parent would send a copy of their own photo ID and give the child's name and date of birth.

In either instance, the fee is \$10.00 per certificate required in the form of cash, check or money order made payable to the "City of Geneva." A self-addressed, stamped envelope is appreciated for us to return the certificate.

Please note: the Geneva City Clerk does not accept credit or debit cards.

