

How to obtain a copy of your birth record:

Who is eligible to obtain a birth certificate copy?

- The person named on the birth certificate
- The parent of the person named on the birth certificate (requesting parent's name must be on the birth certificate)
- A spouse, child or other persons by order a New York State Court

Complete *Application to Local Registrar for Copy of Birth Record*

Have *Signature of Applicant* notarized if applying through the mail

Attach copy of Driver's License to application form

Submit application and a check for \$10.00 per copy made payable to: *New Lebanon Town Clerk* to:

New Lebanon Town Clerk
P.O. Box 328
New Lebanon, NY 12125

**Make sure you have included the address where you want the certificate sent.*