

OFFICE OF THE CITY CLERK

City Hall, 1 Kennedy Plaza

Utica, New York 13502

Tel.: (315) 792-0113

Fax: (315) 792-0220



Melissa Sciortino

City Clerk/Registrar

Andrew Castilla

Deputy City Clerk

APPLICATION FOR COPY OF BIRTH RECORD

There is a **\$10** fee to obtain 1 copy of a birth record, additional copies are **\$10** each.

If obtaining the record in person through our office we accept cash, money order, or credit card. **No checks.**

If obtaining the record via mail or the drop box, we accept money order or credit card by phone.

Return this completed application **AND** a copy of acceptable identification **AND** the \$10 fee (**Payable to Vital Records**) to:

Vital Records

1 Kennedy Plaza (City Hall)

Utica, NY 13502

Include a self-addressed stamped envelope for expedited response. **USPS pre-paid envelopes only, we do not accept UPS or Fedex**

TYPES OF ACCEPTABLE ID INCLUDE: Driver's license, non-driver's license, passport, naturalization papers, military ID, employer's photo ID, two utility bills (showing applicant's name & address), police report of lost or stolen ID

PLEASE NOTE: If, upon search, the desired record cannot be found, a **NO RECORD CERTIFICATION** will be issued and the \$10 fee will be retained by our office.

Certificate Information

Name _____
FIRST MIDDLE LAST

Date of Birth _____
MM/DD/YYYY

Place of Birth _____
HOSPITAL (IF NOT HOSPITAL, GIVE STREET & NUMBER)

Father's Name _____
FIRST MIDDLE LAST

Mother's Maiden Name _____
FIRST MIDDLE LAST (MAIDEN)

Number of Copies Requested _____

Purpose for which Record is Required (Check one):

- ☐ Passport/Drivers License
☐ Genealogy
☐ Dual Citizenship

Applicant Information

Name _____
FIRST MIDDLE LAST

Phone Number _____

Applicant's Address _____
STREET & NUMBER
CITY STATE ZIPCODE

What is your relationship to person whose record is required?

☐ Self ☐ Parent ☐ Other (Specify) _____

Applicant's Signature _____

Date of Application _____
MM/DD/YYYY

Parent must be listed on Birth Record or have Court Order to obtain a copy of Birth Record

Applicant must be present to obtain copy of Birth Record. Court Order or valid POA paperwork is required to obtain copy on another's behalf.

* If you have any questions, please contact the City Registrar
at registrar@cityofutica.com OR (315) 792 – 0184