

**MONROE COUNTY VITAL RECORDS OFFICE**  
111 Westfall Road, Room 149 Rochester, New York 14620  
Phone: (585) 753-5141 Fax: (585) 753-5961  
Monday, Tuesday, Thursday, Friday 8:30 am to 4:25 pm  
Wednesday 8:30 am to 6:00 pm

**Birth Certificates**

*This office only issues birth records that have occurred in Monroe County*

**Who is eligible to obtain a birth certificate copy?**

- The person named on the birth record.
- A parent of the person who is named on the birth certificate (the requesting parents name must be on the birth record).
- Only by order of a New York State Court may a spouse, child or other person(s) obtain a copy of a birth certificate.

**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 photo-ID
  - Benefit Card
  - Passport
  - U.S. Military issued photo-ID
  - Work photo-ID
  - School photo-ID
- B. Two (2) of the following showing the applicants name and address **must** be provided:
- Utility or telephone bills
  - Letter from a government agency dates within the last six (6) months

**What is the fee for a birth certificate copy?**

The fee is \$30.00 per birth certificate copy. Internet and telephone\* orders require a major credit card in your name. *There is an additional \$10.00 handling fee per transaction (not per copy) for online/telephone orders.* There are also additional fees to expedite your order. **All birth certificates include parent names.**

**Third Party Pick Up**

We do not encourage third party pickups. If you are unable to come to our office yourself we recommend that you order your certificate by mail or via the internet or telephone.

If you must have your record picked up by a third party, please follow these steps carefully:

- Provide the third party with a **signed, dated and notarized** letter stating who will be picking up your record, which record they will be picking up, and that you grant them permission to get the record for you.
- The person picking up your record will be required to provide proof of his or her identity following the same criteria as listed above and will need to sign the application form. They must also provide your date of birth, and parent's names including your mother's maiden last name.

**Requests by Mail:**

**The following must be included with your request:**

- Completed application or letter stating: birth name, date and place of birth, father's name and mother's maiden name, relationship to the person who's record is being requested and **signature of applicant**
- Copy of ID (see requirements above)
- Payment by check or money order drawn on a United States bank payable to Monroe County Vital Records – **DO NOT SEND CASH. If you are using a third-party check, please include a copy of their photo identification.**

**Requests by Phone: Visa, Discover, or Master Card Required**  
(585) 753-5135 M-F 8:00 am to 5:00 pm

**Requests via Internet: Major Credit Card Required**  
<https://www.monroecounty.gov/birthdeath>