

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.  
Return to: MC Vital Records, P.O. Box 92832, 111 Westfall Road, Room 147, Rochester, New York 14692

To insure a complete search, provide as much information as possible.  
Please complete the applicable section for each type of record requested: birth or death.

BIRTH REQUEST:

Name at Birth:  Place of Birth:  Date of Birth:   
Father's Name  Mother's Name  State File #:

BIRTH REQUEST:

Name at Birth:  Place of Birth:  Date of Birth:   
Father's Name  Mother's Name  State File #:

DEATH REQUEST:

Name at Death:  Date of Death:  Place of Death:   
Name of Parents:  Name of Spouse:  State File #:

DEATH REQUEST:

Name at Death:  Date of Death:  Place of Death:   
Name of Parents:  Name of Spouse:  State File #:

For what purpose is the information required?

What is your relationship to the person whose records is being requested?

In what capacity are you acting?

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please send record to:

Recipient Name:

Street Address:

City, State Zip

If you are requesting a birth records please sign the following statement:  
*To the best of my knowledge the person(s) named in this application are deceased.*

Signature of Applicant: \_\_\_\_\_

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**Information Page - Mail in Application for Genealogical Services**

**General Instructions**

1. Use this application only for genealogy requests.
2. Print a copy of this application and sign it.
3. Mail the application with a check or money order and a copy of any required documentation (see below) to:

Monroe County Vital Records - Genealogy  
P.O. Box 92832  
111 Westfall Road., Room 147  
Rochester, NY 14692

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

For standard search: This includes a (3) year search. The fee is \$22.00 per copy. The fee is for each name or type of record requested.

For long search: When more than a three year search is requested, the fee for each record in need of a longer search is higher according to the following schedule:

1-3 years	\$22.00	31-40 years	\$102.00
4-10 years	\$42.00	41-50 years	\$122.00
11-20 years	\$62.00	51-60 years	\$142.00
21-30 years	\$82.00	61-70 years	\$162.00

The fee applies to each record requested separately. For example if you request one birth record (1-3 year search) and one death record (24 year search) the you would be charged  $\$22.00 + \$82.00 = \$104.00$  for the order.

Check or money order should be made out to Monroe County Vital Records. **DO NOT SEND CASH!**

Please allow 2-6 weeks for processing.

**Please Note:**

No information shall be released from a record unless the person to whom the record relates is know to the applicant to be deceased.

No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50 years.

The time periods above are waived if the applicant is a descendent and provides documentation of a direct line of descent. A party acting on behalf of a descendent shall further provide documentation that the descendent authorized the party to make such an application.

**Completing the form:**

If you are using Adobe Reader 5.0 or newer n(available as a free download from [www.adobe.com](http://www.adobe.com)) you can fill in the form directly in Adobe Reader by clicking on the appropriate space and entering the information (using the TAB key to move to the next field). Print and sign the completed form and mail it to the address shown above.

You can also print out a blank copy and then type or print the required information.

Be sure to sign the form before mailing and include a check or money order for the appropriate amount, along with any required documentation.