

# Monroe County Vital Records

## Birth Certificates

Monroe County births only

### Who is eligible to obtain a birth certificate?

Eligible persons include:

- The person named on the birth certificate
- A parent who is named on the birth certificate
- New York State Court Order

### Identification Requirements – application must be submitted with copies of either A or B:

- A. One (1) of the following forms of **photo ID**:
  - Driver's license/non-driver ID
  - Benefit Card
  - Passport
  - US military issued ID
  - Work ID
  - School ID
- B. Two (2) of the following pieces of mail showing the applicant's name and address, dated within the past six months:
  - Utility or phone bills
  - Letter from a government agency

### What is the fee for a birth certificate?

The fee is \$30 per certified copy.

Internet and telephone orders require a major credit card. There is an additional \$10 processing fee per transaction (not per copy) applied to online and telephone orders, additional expedited options are available. **All birth certificates include parent names.**

Payment of mail order requests may be made by check or money order drawn on a United State bank and payable to Monroe County Vital Records.

### How can I order?

Order via the internet through our secured online ordering system by clicking here: [Order Online](#)

Order by telephone by calling: (585) 753-5135

Order by mail by submitting the following completed application: [Birth Certificate Mail-In Application](#)

### Third Party Pickup

If you are unable to come into the office, we recommend that you order your certificate by mail, internet or telephone.

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

- Provide the third party with a **notarized** letter stating who will be picking up your record, which record they will be picking up, and that you grant them permission to obtain the record for you.
- The person picking up your record will be required to provide proof of identity and fill out an application form. They must provide your date of birth, and parent's names including your mother's maiden name.

### Requests by Mail

The following must be included with your request:

- Completed application or letter stating birth name, date of birth, father's name and mother's maiden name, relationship to the record being requested and signature of applicant.
- Copy of ID (see requirements above)
- Payment by check or money order drawn on a US 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 ID.