

Obtaining a Copy of a Birth Record

There are three (3) types of birth documents permitted for issue by NYS Public Health Law.

They are:

- Certified Copy** A photographic reproduction of the actual birth certificate

- Certified Transcript** A computer- generated or other reproduction of information abstracted from the actual birth certificate

- Certification** A computer- generated or other reproduction of **only** the name of the person to whom the birth relates, the date, place of birth, and the filing date.

A **Certified Copy** or **Certified Transcript of birth** can be issued to the person on the birth record if eighteen years of age or older, to his/ her parents, a lawful representative or lawful representative of his/ her parents or by NYS Court order.

A **Certification** of birth can be obtained by the person under 18 years of age if named on the birth record or by a person who can demonstrate that the record is required for a judicial or other proper purpose.

Forward Mail Requests To:

Registrar - Town of North Hempstead
200 Plandome Road P. O. Box 3000
Manhasset, New York 11030

Include a Stamped, Self-addressed envelope with:

1. A \$10 Money Order for each copy ordered.
2. A Photo copy of the requestor's Identification. (State Motor Vehicle Driver's license, Non-Driver I D, Passport or other birth related I D)
3. Give name, date of birth, name of parents including mother's maiden name of the person for whom the birth record is being requested.

Priority Handling

* In addition to the requirements above: Send request via FEDEX, USPS, UPS or other overnight carrier and include a pre-paid, self-addressed return envelop and applicable pick-up charges.