

Fee: \$10 per certified copy or No Record Certification

Identification Requirements: Application *must* be submitted with copies of either A or B.

(Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.)

A. One (1) of the following forms of valid **photo-ID**

-OR-

B. Two (2) of the following showing the applicants name and address:

- Driver license
- Non-driver photo-ID card
- Passport
- U.S. military issued photo-ID

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

Name: *(as listed on birth certificate)*

Date of Birth:

First

Middle

Last

(mm/dd/yyyy)

Town, city or village where birth occurred:

Name of hospital where birth occurred: *(If known)*

Maiden Name of Mother: *(as listed on birth certificate)*

Local Registration No.:

First

Middle

Maiden Last

Father: *(as listed on birth certificate)*

Number of Copies
Requested:

First

Middle

Last

Purpose for which
Record is Required:
(Check one)

☐ Passport

☐ Social Security

☐ Retirement

☐ Employment

☐ Working Papers

☐ School Entrance

☐ Driver License

☐ Marriage License

☐ Welfare assistance

☐ Veteran's benefits

☐ Court proceeding

☐ Entrance into Armed
Forces

☐ Other *(specify)* _____

If request is not from child/parents named on the requested certificate, notarized authorization is required.

What is your relationship to person whose
record is required? (If self, state "SELF".)

If attorney, give name and relationship of your client to person whose record is required:

Signature of Applicant:

Date Signed:

Month Day Year

| | | |
|--|--|--|
| | | |
|--|--|--|



Address of Applicant:

(Applicant's Name)

(Street)

(City)

(State)

(Zip)

Telephone No.: () .

CITY OF OLEAN
VITAL RECORDS
PO BOX 668
101 E STATE ST
OLEAN, NY 14760

PHONE: 716-376-5605
MONDAY - FRIDAY
9AM-2PM

\$10 EACH, CHECK OR MONEY ORDER PAYABLE TO:
CITY OF OLEAN

INCLUDE: COMPLETED APPLICATION, LEGIBLE COPY
COPY OF PHOTO ID, PAYMENT, SELF-ADDRESSED, STAMPED
ENVELOPE FOR RETURN

*** THIS OFFICE ONLY HOLDS RECORDS THAT TOOK PLACE IN
THE CITY OF OLEAN ***

ISSUING BIRTH CERTIFICATES

A certified copy or a certified transcript of a birth certificate may be issued only:

1. To the person named on the birth certificate, if 18 years of age or older;
2. To the parents of the person named on the birth certificate;
3. To the lawful representative of the person named or the parents of the person named on the birth certificate (need notarized release from person entitled to birth record or provide a court document dated within 1 year. The same stands for an attorney);
4. To a person with a New York State Court Order;
5. To the Commissioner of Health; or
6. To a municipal, state, or federal agency when needed for official purposes **(If the Department of Social Services is requesting a copy of a Birth Certificate and does not submit custody papers, then the copy or transcript must be stamped "For Government Use Only")**.

LEGAL GUARDIANS - If a birth certificate is requested by the legal guardian of the person to whom the birth certificate relates, a certified transcript or certification may be issued only if-the applicant produces court certified legal guardian papers **(must be dated within 1 year)**. Proper identification is required. Ask the municipal attorney or contact the Vital Records Section for help determining if the papers submitted are acceptable.

NON-LEGAL GUARDIANS AND RELATIVES - If the request is made by a non-legal guardian or relative, the copy may not be issued directly to that person. In this case, the copy may be sent to the agency in need of the record **(must submit letter from agency)**.

For example, a grandparent without legal custody may need a certified transcript for school enrollment of a grandchild in his or her care. Since the grandparent, in this case, does not have legal custody, it is permissible to send the record directly to the school district. Another situation that frequently arises is an adult child requesting a birth certificate for an elderly parent for the purpose of entering a nursing home or to establish Medicare or other eligibility. In this case, the copy may be sent directly to the agency in need of the birth certificate. With the signed, notarized consent of the parent authorizing the adult child to procure the birth certificate copy, the copy may be issued to the adult child.

POWER OF ATTORNEY (POA) - The POA must be an original and signed by the person named on the birth certificate and **dated within 1 year**. The language stated in the POA must be sufficient to allow the person given POA to obtain the birth certificate. Refer questions to the municipal attorney or to the Vital Records Section.