

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: <i>(as listed on birth certificate)</i>	Date of Birth:
<div style="display: flex; justify-content: space-between;"> <i>First</i> <i>Middle</i> <i>Last</i> </div>	<i>(mm/dd/yyyy)</i>

Town, city or village where birth occurred:	Name of hospital where birth occurred: <i>(If known)</i>
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Maiden Name of Mother: <i>(as listed on birth certificate)</i>	Local Registration No.:
<div style="display: flex; justify-content: space-between;"> <i>First</i> <i>Middle</i> <i>Maiden Last</i> </div>	

Father: <i>(as listed on birth certificate)</i>	Number of Copies Requested:
<div style="display: flex; justify-content: space-between;"> <i>First</i> <i>Middle</i> <i>Last</i> </div>	

Purpose for which Record is Required: (Check one)	<input type="checkbox"/> Passport <input type="checkbox"/> Social Security <input type="checkbox"/> Retirement <input type="checkbox"/> Other <i>(specify)</i> _____	<input type="checkbox"/> Employment <input type="checkbox"/> Working Papers <input type="checkbox"/> School Entrance	<input type="checkbox"/> Driver License <input type="checkbox"/> Marriage License <input type="checkbox"/> Welfare assistance	<input type="checkbox"/> Veteran's benefits <input type="checkbox"/> Court proceeding <input type="checkbox"/> Entrance into Armed Forces
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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:
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Signature of Applicant:	Date Signed:	CITY OF OLEAN VITAL RECORDS PO BOX 668 101 E STATE ST OLEAN, NY 14760 PHONE: 716-376-5605 MONDAY - FRIDAY 12-5PM \$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 *						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Month	Day	Year					
Month	Day	Year						
Address of Applicant:								
_____ <i>(Applicant's Name)</i>								
_____ <i>(Street)</i>								
_____ <i>(City)</i>	_____ <i>(State)</i>	_____ <i>(Zip)</i>						
Telephone No.: (_____) _____.								

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.