

BIRTH CERTIFICATE REQUIREMENTS

In order to fulfill your request for your birth certificate, we need you to send us the following:

1. Birth Name
2. Date of Birth
3. Phone number
4. Copy of photo identification, preferably state issued driver's license
5. **Letter (application) MUST be notarized to confirm identity**
6. Address where birth certificate is to be sent
7. **Check or money order for \$10.00 for each copy**
8. If you are requesting another individual to pick up your birth certificate on your behalf, you must indicate the name of the individual, and how they are related to you.
9. Mail request to:

City Clerk's Office
342 Central Avenue
Dunkirk, NY 14048