

Birth Certificate Form *(by mail)*

Please read carefully

Requirements: Only the **person themselves**, their **mother** or **father** can obtain a copy. NO husband, wife, sister, brother, aunt, uncle, grandmother, grandfather or friends. If someone has legal custody, they must provide with documentation. **Please circle Relationship from the above requirements**

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Name at Birth:

Date of Birth:

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Mother's full maiden name:

Father's name:

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Where parents were living at the time of the birth:

Place of Birth:

Number of copies requested:

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Reason the certificate is needed:

Daytime phone Number:

Signature:

Date:

Please write your current name and address below

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- 1- Please send request to: **Village of Port Chester - Vital Records
222 Grace Church St.
Port Chester, NY 10573**
- 2- Send a \$10.00 money order made out to the Village of Port Chester (\$10.00 per copy)
- 3- Copy of your driver's license (or other photo ID with **current address**).
- 4- Self-addressed stamp envelope.