

**Request for Copy of Birth Record
Town of Hammond, NY**

PLEASE COMPLETE FORM, ENCLOSE \$10.00 FEE PER COPY AND PHOTO ID

Name at Birth _____ Date of Birth _____
First Middle Last Month/Day/Year

Place of Birth _____ and Name of Hospital or Complete Address: _____
County _____

Birth No. if Known _____ Local Registration No. if Known _____

Name of Father, if known _____ Maiden Name of Mother, if known _____
First Middle Last First Middle Last

Check Purpose for Which Record is Required:
____ Employment ____ Social Security ____ Driver's Licence ____ Marriage License
____ School Entrance ____ Permit/License ____ Veteran's Benefits ____ Passport/Travel
Other(specify) _____ "For Government Use Only" _____

Applicant's Name (if self, state self) _____

Day Time Phone #: _____ Social Security # _____

What is your relationship to the person whose record is requested? _____
If attorney, give name and relationship of your client to person whose record is requested: _____

Number of Copies Requested _____ (\$10.00 per copy)

Signature of Applicant: _____ Date _____

Complete Address Where Birth Record Should be Sent: _____

**Only Local Checks Accepted or Money Order.
Include Copy of Photo ID
Make checks payable to Hammond Town Clerk
Hammond Town Clerk PO Box 219 Hammond, NY 13646**

Vital Records

The Bureau of Vital Statistics (birth, death and marriage records) is located in the Town Clerk's Office. Office hours are 9-12 and 1-3, Monday through Thursday. Payment may be made by cash, cashier's check, money orders or local check, payable to the Town of Hammond. The fee for all certified copies (birth, death and marriage) is \$10.00. Identification must be shown to obtain a vital record.

Identification Requirements

Application must be submitted with copies of either A or B:

- A. One (1) copy of the following forms of valid photo-ID:
- Driver License
 - Non-Driver photo ID
 - Passport
 - Other government issued photo-ID
- B. Two (2) copies of the following showing the applicant's name and address:
- Utility or telephone bills (current-consecutive months)
 - Letter from a government agency dated within the last (6) months

Please include a photo copy of the applicant's identification to the application.

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

- To a person with a New York State Court order
- To the person named on the birth certificate, if 18 years of age or older
- To the parents of the person named on the birth certificate. (no step-parents, grandparents, or siblings)
- To the lawful representative of the person named or the parents of the person named on the birth certificate. (must provide documentation)
- To the Commissioner of Health.
- To a municipal, state or federal agency when needed for official purposes. (documentation required)

A certified copy of a death certificate may be issued only:

- To the Parents, Children, Siblings, Current Spouse (no step children)

A certified copy of a marriage certificate may be issued only:

- To either applicant

Exceptions

1. Legal Guardians – must produce court certified legal guardian papers dated within 6 months
2. Attorney's request on their letterhead or completed form with proper purpose

Requests are processed as soon as possible and returned by US Mail. If next day delivery is required, a postage paid pre-addressed envelope should be included with your request. If you have any questions regarding a time frame you may call our office at 315-324-5321 Ext. 11

Absolutely no information regarding a vital record will be given over the phone.

Genealogy Requests - Our vital records date back to 1885. Birth Certificates must be on file at least 75 years to be considered genealogy. The person to whom the birth certificate relates must be known by the applicant to be deceased. Death Certificates must be on file for at least 50 years. Marriage Certificates must be on file for at least 50 years and the bride and groom are known by the applicant to be deceased. The fee for Genealogical requests is \$11.00 each, payable by cash or money order to the Town of Hammond. Requests for genealogy information may be made in person or via the mail.