



4949 Lake Shore Drive, PO Box 7
Bolton Landing, NY 12814
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Birth Certificates

A birth certificate for an individual born in the Town of Bolton may be obtained in person at the Town of Bolton Clerks Office or by mail using the attached form.

A copy of a birth certificate for an individual who was not born in the Town of Bolton may be obtained from the city/town/village clerk where the individual was born. If you are unable to determine where the individual was born, a copy may be requested from the New York State Department of Health at: www.health.state.ny.us/vital_records

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

- A person with a New York State Court Order
- The person named on the birth certificate, if 18 years of age or older
- One or both parents of the person named on the birth certificate
- The child's legal guardian, with proper documentation, if the child is younger than 18
- The lawful representative of the person named, or the parents of the person named on the birth certificates
- The Commissioner of Health or a municipal, state, or federal agency when needed for official purposes

A certification of birth may be issued to:

- The person named in the birth certificate, if under 18 years of age
- A person over 18 years of age, if a certification is what they prefer
- A person who can demonstrate the record is required for a judicial or other proper purpose

Birth Certificates may not be obtained by grandparents, stepparents, siblings, spouse, or any other relative.

Birth certificates may be obtained in person at the Town of Bolton Clerks Office by completing the application for copy of birth record, paying the \$10 fee for each copy (cash, check- made payable to the Town of Bolton, or credit card) and providing one of the following types of identification:

- Driver's License
- State issued non-driver photo ID card
- Passport
- Naturalization Papers
- Military ID
- Employers Photo Identification

Birth certificates may also be obtained by mail by providing a written request, a completed copy of the birth record form application, and a copy of one of the forms of identification listed above along with the \$10 fee for each copy requested. Our office accepts cash, check (made payable to The Town of Bolton) or credit card.

You can mail this information to:

The Town of Bolton
PO Box 7
Bolton Landing, NY 12814

Fee: County Districts - \$30.00 / Other Districts - \$10.00 per certified copy or No Record Certification			
Identification Requirements: Application <i>must</i> 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 applicant's name and address:			
<ul style="list-style-type: none"> • Driver license • Non-driver photo-ID card • Passport • U.S. military issued photo-ID 		<ul style="list-style-type: none"> • 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:
<i>First</i>	<i>Middle</i>		<i>Last</i>
Town, city or village where birth occurred:		Name of hospital where birth occurred: <i>(If known)</i>	
Maiden Name of Mother: <i>(as listed on birth certificate)</i>			Local Registration No.: <i>(If known)</i>
<i>First</i>	<i>Middle</i>		<i>Maiden Last</i>
Father: <i>(as listed on birth certificate)</i>			Number of Copies Requested:
<i>First</i>	<i>Middle</i>		<i>Last</i>
Purpose for which Record is Required: <i>(Check one)</i>			
<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
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? <i>(If self, state "SELF".)</i>		If attorney, give name and relationship of your client to person whose record is required:	
Signature of Applicant: Address of Applicant: <i>(Applicant's Name)</i> _____ <i>(Street)</i> _____ <i>(City)</i> _____ <i>(State)</i> _____ <i>(Zip)</i> _____ Telephone No.: () _____		FOR REGISTRAR'S USE ONLY <i>(Photocopy ID and attach to application form)</i>	
		Type of ID: <input type="checkbox"/> Driver License	
		Issuing state: _____	
		Expiration date: _____	
		Number: _____	
		<input type="checkbox"/> Other ID, Specify	
		Number: _____	
		Type: _____	
		Number: _____	
		Type: _____	