

## Application for Certified Copy of Vital Records

# OF COPIES REQUESTED	FEE PER ITEM	ITEM DESCRIPTION
	<b>\$18.00</b>	Certified copy or transcript of a vital record when certificate number is provided.
	<b>\$23.00</b>	Certified copy or transcript of a vital record with a <b>raised seal</b> when certificate number is provided.
	<b>\$25.00</b>	Vital record search when certificate or record number is not known and issuance of certified copy, transcript, or “not found” statement.
	<b>\$30.00</b>	Vital record search when certificate or record number is not known and issuance of certified copy, transcript, or “not found” statement with a <b>raised seal</b> .
	<b>\$12.00</b>	Letter of exemplification with raised seal.
	<b>\$12.00</b>	Letter of No Amendment /Correction.

Make check or money order payable to: NYC Department of Records

PLEASE PRINT

Last name	First name
Email	Phone number
Address	City
State	Zip Code

**Contact:**

NYC Dept. of Records and Information Services  
 31 Chambers St. Suite 103  
 New York, NY 10007

[Familyhistory@records.nyc.gov](mailto:Familyhistory@records.nyc.gov)

## MARRIAGE RECORDS

### NYC Municipal Archives Holdings

BOROUGH	DATES
MANHATTAN	1866-1949
BROOKLYN / KINGS COUNTY	1866-1949
BRONX	1898-1949
QUEENS	1898-1949
STATEN ISLAND / RICHMOND COUNTY	1898-1949

To request marriage records after 1949 in New York City (all 5 boroughs), contact:

City Clerk of New York

141 Worth Street

New York, NY 10013

Attn: Record Room.

[www.cityclerk.nyc.gov](http://www.cityclerk.nyc.gov) OR 311 or (212) NEW-YORK from outside of NY

PLEASE PRINT

Last Name of Groom	First Name of Groom
Last Name of Bride (Maiden name)	First Name of Bride
Place of Marriage	City/Borough
Date of Marriage (Month/Day/Year(s))	Certificate or License Number If Known
Number of Copies requested	

## DEATH RECORDS

### NYC Municipal Archives Holdings

BOROUGH	DATES
MANHATTAN	1866-1877, 1881-1948
BROOKLYN / KINGS COUNTY	1862-1948
BRONX	1898-1948
QUEENS	1898-1948
STATEN ISLAND / RICHMOND COUNTY	1898-1948

To request death records after 1948 (all 5 Boroughs), contact:

New York City Department of Health  
 Office of Vital Records  
 125 Worth Street  
 CN-4, Room 133  
 New York, N.Y. 10013-4090  
[www.nyc.gov/health](http://www.nyc.gov/health) OR P: 212-788-4520

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Last name on death record	First name	Middle name
Date of death Month      Day      Year(s)	Cemetery, if known	
Place of death	City/Borough	Age
Father's name, if known	Mother's name, if known	
Number of copies requested	Certificate no., if known	

## BIRTH RECORDS

### NYC Municipal Archives Holdings

BOROUGH	DATES
MANHATTAN	1866-1909
BROOKLYN / KINGS COUNTY	1866-1909
BRONX	1898-1909
QUEENS	1898-1909
STATEN ISLAND / RICHMOND COUNTY	1898-1909

To request births records after 1909 (all 5 Boroughs), contact

New York City Department of Health  
 Office of Vital Records  
 125 Worth Street  
 CN-4, Room 133  
 New York, N.Y. 10013-4090  
[www.nyc.gov/health](http://www.nyc.gov/health) OR P: 212-788-4520

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Last name on birth record	First name
Female/Male	Date of birth Month          Day          Year(s)
Place of birth – if at home, house number and street	City/Borough
Father's name, if known	Mother's name, if known
Number of Copies requested	Certificate No., if known