

## **Birth Certificate Request Instructions:**

- Do not use this application to submit your request by fax.
- Use this application only if you are the person named on the birth certificate or that person's parents.
- We only process certificates in our office if an individual was born in the Village of Albion.
- Do not use this application for genealogy requests.
- Print a copy of the application, complete and sign.
- Submit application along with check or money order made payable to **Village of Albion** and a copy of one form of ID from the list below. Please note cash is also acceptable if request is made in person.
- Include check or money order for \$10 for each copy requested.

**Note:** Payment submitted from foreign countries must be made by an international money order. Do not send cash.

**Identification Requirements:** Application must be submitted with copies of either A or B – 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:

- Driver's license
- Non-driver ID
- Passport
- Other government issued photo-ID

B. Two (2) of the following showing the applicant's name and address:

- Utility bill or telephone bill
- Letter from a government agency dated within the last six (6) months.

If no record is on file, a No Record Certification is issued and the fee is not refunded.

Completed requests will be returned by first class mail unless a pre-paid return mailer for overnight delivery is provided with the request. Print out a blank copy of the form and then type or print the required information. Be sure to sign the form before mailing and include a check or money order with copies of the required identification. Return form and required ID to: **Village of Albion Registrar 35 East Bank Street Albion, NY 14411** include a check or money order for \$10.00 for each copy to cover the cost of the certificate.