

## **HOW TO OBTAIN A BIRTH CERTIFICATE**

The cost of a birth certificate from the City of Hornell is \$10, payable in cash, or money order only [made out to "CITY OF HORNELL"].

The Office of the City Clerk has birth certificates only for those born at St. James Mercy Hospital or at home within the municipal boundaries of the City. Those born at the old Bethesda Hospital are on file with the North Hornell Village Clerk (607-324-7894).

According to New York State law, there are only two ways to obtain a birth certificate: either in person at the City Clerk's office, or through the mail. Those eligible to get a birth certificate are those named on the certificate, their parent, their legal guardian, or their designated attorney [proof required for parent, legal guardian, and designated attorney].

If in person: Show identification. PLEASE LET US KNOW IF THIS CERTIFICATE IS BEING USED TO OBTAIN A PASSPORT.

If via mail: Write a brief request stating your name, date of birth, location of birth, your mother's maiden name, fathers name and if it's not for yourself, your relationship to the person named on the certificate. Also, please include your phone number. PLEASE LET US KNOW IF THIS CERTIFICATE IS BEING USED TO OBTAIN A PASSPORT. Also provide photocopied identification [e.g., a driver's license], along with payment and a self-addressed, stamped envelope. If there are no problems or omissions, birth certificates are mailed back the same day they are received.

If the person requesting the birth certificate is under 18 years of age, they will receive the short form copy.

Mail requests to:

CITY CLERK  
82 Main St.  
PO Box 627  
Hornell, NY 14843