

# Certified Copy of Vital Records Instructions

## ***Birth Certificate Requirements***

- Actual birth must have taken place within the Town of Clifton Park boundaries to have been filed locally.
- *Certified copy*-is a photographic reproduction of the actual certificate on safety paper.
- *Certified transcript*-is a computer-generated or other reproduction of information abstracted from the actual certificate.
- A certified copy or a certified transcript of a birth certificate may only be issued to the following individuals:
  - To the person named on the birth certificate, if 18 years of age or older, ID required.
  - A parent of the person named on the birth certificate. The requested parent's name must be on the birth certificate.
  - A spouse, child or others, but only by order of a New York State court.
  - To the lawful representative of the person named or the parents of the person named on the birth certificate (need notarized release from person entitled to birth record or provide a court document dated within 1 year. The same stands for an attorney);
  - To a person with a New York State Court Order.

### ***Complete the request form.***

- Form must be signed and notarized if mailing in. Self-addressed stamped envelope required to mail copies back. If you bring into our office, we can notarize for you accompanied by your driver's license for ID and give you the copy.
- Fee is \$10 per copy, check by mail (made out to Clifton Park Town Clerk) or in person cash, or credit accepted.

### TYPES OF ACCEPTABLE IDENTIFICATION

- Driver's license
- Non-driver's license
- Passport
- Naturalization Papers
- Military ID
- Employer's Photo ID

[Certified Birth Certificate Application](#)

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## ***Marriage License Requirements***

Couple must have completed the Marriage License Application in the Clifton Park Town Clerk's Office to be filed in this office locally.

Certified copy-is a photographic reproduction of the actual certificate on safety paper.

Certified transcript-is a computer-generated or other reproduction of information abstracted from the actual certificate.

A certified copy or a certified transcript of a marriage license certificate may be issued only to:

- Spouses
- Other people who have a: documented judicial or other proper purpose; or a New York State Court Order

If you are not a spouse, you must document a judicial or other proper purpose with proof.

### ***Complete the request form.***

- Form must be signed and notarized if mailing in. Self-addressed stamped envelope required to mail copies back. If you bring into our office, we can notarize for you accompanied by your driver's license for ID and give you the copy.
- Fee is \$10 per copy, check by mail (made out to Clifton Park Town Clerk) or in person cash, or credit accepted.

### TYPES OF ACCEPTABLE IDENTIFICATION

- Driver license
- Non-driver license
- Passport
- Military ID
- Employer's Photo ID

## **[Certified Marriage Certificate Application](#)**

# Certified Copy of Vital Records Instructions

## *Death Certificate Requirements*

Actual death must have taken place within the Town of Clifton Park boundaries to have been filed locally.

The following are eligible for certified copies.

- Spouse, parent, child or sibling of the deceased.
- Domestic partner or designated agent with documented proof.
- Lawful representative of the spouse, parent, child or sibling of the deceased.
- A person with a NYS Court Order issued on a showing of necessity.
- A person requiring the record for a documented legal right or claim.
- A person requiring the record for a documented medical need.
- A municipal, state or federal agency when needed for official purposes.

### ***Complete the request form.***

- Form must be signed and notarized if mailing in. Self-addressed stamped envelope required to mail copies back. If you bring into our office, we can notarize for you accompanied by your driver license for ID and give you the copy;
- Fee is \$10 per copy, check by mail (made out to Clifton Park Town Clerk) or in person cash, or credit accepted.

### TYPES OF ACCEPTABLE IDENTIFICATION

- Driver license
- Non-driver license
- Passport
- Military Photo ID
- Employer's Photo ID

### [Certified Death Certificate Application](#)