

## **RECORDS BY MAIL**

Certified copies of birth, death, marriage certificates may be ordered directly by mail from the City of Middletown in the following manner:

### **Birth Certificates by Mail:**

1. A request from a qualified applicant may be accepted in writing on a signed application (link to website below) or a signed letter under the following conditions:
  - Birth certificates are only released to the person named on the birth certificate or the parents named on the birth certificate with proper identification requirements (see #2 below for requirements).
  - The applicant provides the name, date of birth, place of birth, father's first and last names and mother's first and maiden names of the person on the birth certificate; and
  - The applicant provides his/her current name and address along with their relationship to the person named on the birth certificate.
  - Include your phone number on the application for contact.

### **Death Certificates by Mail:**

- Death certificates are only released to surviving spouse, biological children or parents to the deceased with the proper identifications requirements. (See #2 below for requirements).
- The applicant provides name of deceased, date of death in writing or application on website.
- Include your phone number on the application for contact.

### **Marriage Certificates by Mail:**

- Marriage certificates are only released to each spouse with identification requirements.
  - The applicant provides name of both spouses and date of marriage in writing or application on website with identification requirements. (See #2 below for requirements).
  - Include your phone number on the application for contact.
2. Identifications Requirements – One (1) of the following:
    - Copy of your valid **non-expired** Driver's License
    - Copy of State issued non-driver photo-ID card
    - Copy of **non-expired** Passport
  3. Printing the Forms
    - Applications for copies of birth, death and marriage are available on our website on the City Clerks Web Page.
  4. Fees
    - The fee is \$10.00 per copy
    - Please enclose money order payable to the City of Middletown
    - Do not send cash
  5. Handling
    - Please enclose a business size self-stamped envelope with your address for return of record.
    - Mail application, fee, and envelope to: City Clerk Office, Box 4, 16 James Street, Middletown, New York, 10940.

NOTE: Failure to include the necessary identification will result in rejection of your application.