



Marisa Dollbaum, Town Clerk
Town of Tuxedo
1 Temple Dr.
Tuxedo, NY 10987

BIRTH RECORD CERTIFIED COPY REQUEST INSTRUCTIONS

1. Fill out the “**Application to Local Registrar for Copy of Birth Record**”
2. Submit the Application along with the following items to the **Town Clerk’s Office**:
 - **Copy of your Photo I.D.** (*Unless applying in person*)
 - Completed “**Notarized Identity Verification**” form (*Not required if applying in person*)
 - A Self-addressed stamped envelope (*send your request overnight and include a prepaid return overnight envelope if you want to expedite the process*)
 - **\$10.00 fee per search** which will include **one** birth certificate
 - \$10 fee for each additional copy
 - We accept payment by Credit Card or Check made out to “**Town of Tuxedo**”
 - Cash is only accepted if applying in-person

PAYMENT TYPE: Cash _____ Check # _____ Credit Card _____ (*please fill out below*)

Name on Card: _____

Credit Card #: _____

Card Type: _____

Expiration Date: _____

Security Code: _____

<p><u>Processing Fees:</u></p> <p>Credit Card = 2.55% or \$2.00 min. Debit Card = \$4.00 E-Check = \$2.00</p>
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