



**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**” entering as much information as possible on the top portion of the form
2. Indicate the purpose for which you need to obtain the birth certificate
3. Provide this Information: Your Full Name, Relationship, Phone Number, SS# (not required) Signature, Today’s Date, Address where you want the Certificate mailed
4. Submit the Application along with the following items to the **Town Clerk’s Office:**  
*(To expedite this process, send us your request overnight and include a prepaid return overnight envelope)*
  - **Copy of your Photo I.D.** *(Unless applying in person)*
  - Completed “**Notarized Identity Verification**” form, signed by a Notary Public
  - A Self-addressed stamped envelope *(if you’re applying by mail)*
  - **\$10.00 fee per search** which will include **one** birth certificate
  - \$10 fee for each additional certified copy
  - We accept payment by Credit Card or Check made out to “**Town of Tuxedo**”
  - Cash is only accepted if applying in-person at the Town Clerk’s Office

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

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Card Type: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

**Processing Fees:**

Credit Card = 2.55% or \$2.00 min.

Debit Card = \$4.00

E-Check = \$2.00

**TOWN OF TUXEDO, 1 TEMPLE DRIVE, TUXEDO, NY 10987 845-351-4411 x4**

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