

Town of Victor - Application for Copy of Birth Certificate

Information Page

General Instructions

- Use this application if you are the person named on the birth certificate or the parent of said person.
- If you are **not** the person named on the birth certificate or the parent you must provide a NOTARIZED statement authorizing you to obtain the copy or provide documentation establishing a lawful right or claim (see below).
- **Do not** use this application for genealogy requests.
- Mail or bring in the completed application, copy of your identification, any required documentation, along with payment to: Victor Town Clerk, 85 East Main Street, Victor, NY 14564.
- **No faxed or emailed copies of the application will be accepted.**

What is a lawful right or claim?

- If the applicant is not the person named on the birth certificate or the parent of said person, a lawful right of claim must be documented. An example of a lawful right or claim would be a birth record needed by the applicant to claim a benefit.
- Documentation would consist of a copy of a court order or an official letter verifying that a copy of the requested birth record is required from the applicant.

Identification requirements – Application must be submitted with copies:

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

One (1) of the following forms of valid photo-ID:

- Driver's License
- Non-Driver Photo ID Card
- Passport
- Other government issued photo-ID

Fees

- Cost is \$10.00 for each certified copy.
- Payments accepted: check, money order or bank check payable to "Victor Town Clerk".
- Credit card payments accepted in person only (Mastercard and Discover only with a 2.45% fee)
- If no record is on file, a "No Record Certification" will be issued and the fee returned.

Note: If the request is from a qualified applicant that indicates a Post Office Box as their return address, a NOTARIZED signed consent is required.

TYPES OF ACCEPTABLE IDENTIFICATION

1. Driver's license
2. Non-driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicant's name and address
8. Police report of lost or stolen ID

DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED