

## BIRTH CERTIFICATE REQUEST REQUIREMENTS

### **YOU MUST BE LISTED ON THE BIRTH CERTIFICATE AND BE OF LEGAL AGE TO PURCHASE A BIRTH CERTIFICATE WITHOUT A COURT ORDER.**

**If you are in the local area** go to the Office of the City Clerk located in the Dunkirk City Hall at the address listed below. You will need to present your State Issued (any State) Driver Licence and \$10.00 in cash, check, money order or credit card\*

\*credit card purchases will require an addition \$3.00 service payment.

**If you are outside of the local area** you can obtain a birth certificate if you send a letter containing the following:

1. Birth Name
2. Date of Birth
3. Phone Number
4. Letter must be notarized to confirm your identity
5. **Check or money order for \$10.00 for each** copy, made payable to the City of Dunkirk
6. Address where the birth certificate is to be sent
7. A copy of your State Issued (any State) Driver License must accompany your request letter.
8. Mail request to:

Office of the City Clerk  
342 Central Avenue  
Dunkirk, NY 14048

9. If you are requesting another individual to pick up your birth certificate on your behalf, you must indicate the name of the individual, and how they are related to you. That individual must bring a State Issued (any State) Driver License.