

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

Return to: New York State Department of Health, Vital Records Section, P.O. Box 2602, Albany, NY 12220-2602

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.
2. Original records of births and marriages for the entire state begin with 1881, deaths begin with 1880, EXCEPT for records filed in Albany, Buffalo and Yonkers prior to 1914. Applications for these cities should be made directly to the local office.
3. The New York State Department of Health does not have New York City records except for births occurring in Queens and Richmond counties for the years 1881 through 1897.
4. Please read the Administrative Rule Summary on the reverse side of this sheet which specifies years available for genealogical research.

To insure a complete search, provide as much information as possible.

Please complete the applicable section for each type of record requested: birth, death or marriage.

<b>Birth</b>	Name at Birth _____	<b>Birth</b>	Name at Birth _____
	Date of Birth _____ State File Number _____		Date of Birth _____ State File Number _____
	Place of Birth _____		Place of Birth _____
	Father's Name _____		Father's Name _____
	Mother's Maiden Name _____		Mother's Maiden Name _____
<b>Marriage</b>	Name of Bride _____	<b>Marriage</b>	Name of Bride _____
	Name of Groom _____		Name of Groom _____
	Date of Marriage _____ State File Number _____		Date of Marriage _____ State File Number _____
	Place of Marriage and/or License _____		Place of Marriage and/or License _____
<b>Death</b>	Name at Death _____	<b>Death</b>	Name at Death _____
	Date of Death _____ Age at Death _____		Date of Death _____ Age at Death _____
	Place of Death _____		Place of Death _____
	Names of Parents _____		Names of Parents _____
	Name of Spouse _____		Name of Spouse _____
	State File Number _____		State File Number _____

For what purpose is information required? \_\_\_\_\_

What is your relationship to person whose record is requested? \_\_\_\_\_

In what capacity are you acting? \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Send record to: (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

If requesting birth and marriage records, please sign the following statement:

To the best of my knowledge, the person(s) named in the application are deceased.

SIGNATURE OF APPLICANT \_\_\_\_\_

# Genealogy Records & Resources

## Overview

Vital records registration started in New York State outside of New York City in 1881. Generally, the New York State Department of Health provides uncertified copies of the following types of records for genealogy research purposes:

- Birth certificates - if on file for at least 75 years and the person whose name is on the birth certificate is known to be deceased.
- Death certificates - if on file for at least 50 years.
- Marriage certificates - if on file for at least 50 years and both spouses are known to be deceased.

## Are the time periods ever waived?

The time periods are waived for direct-line descendants. A direct line descendant is a person in the direct line of descent, i.e., the child, grandchild, great grandchild of the person whose record is requested. The direct-line descendant applicant must provide the following:

- Proof of their relationship to the person whose record they are requesting.
- Proof of the death of the person whose birth certificate they are requesting.
- Proof of the death of both spouses whose marriage certificate they are requesting.

## Are there exceptions to the types of records generally available from the New York State Department of Health?

There are three (3) exceptions.

1. The New York State Department of Health does not file records of births and deaths that occurred in New York City and marriage licenses that were obtained in New York City. To obtain information about genealogy services available for New York City records, please visit the [New York City Municipal Archives](#) web page.
2. The New York State Department of Health does not file records of birth, death and marriage from the Cities of Albany, Buffalo and Yonkers prior to January 1, 1914. To obtain records from these municipalities contact the Local Registrar for birth and death record requests or the City Clerk for marriage record requests. The addresses follow:

**For birth and death record requests submit request to the Local Registrar of the appropriate city:**

Local Registrar  
City of Albany  
Room 254M  
City Hall  
Albany, NY 12207  
Local Registrar  
City of Buffalo  
Room 1308  
65 Niagara Square  
Buffalo, NY 14202  
Local Registrar  
City of Yonkers  
Room 107

Processing a genealogy request may take eight (8) months or longer. If the municipality where the event took place is known, submitting your request directly to the local registrar or municipal clerk may save considerable time.

**Information Page — Mail-in Application for Genealogical Services**

**General Instructions**

- Use this application only for *genealogy requests*.
- Print a copy of this application, complete and sign.
- **Mail** application with check or money order and a copy of any required documentation (see below) to:

New York State Department of Health  
Vital Records Section  
Certification Unit  
P.O. Box 2602  
Albany, NY 12220-2602

**Fees:** If no record is on file, a **No Record Report** will be issued and the fee is **not** refunded.

- **For standard search:** This includes a three (3) year search. The fee is \$22.00 per copy. The fee is for **each** name or type of record requested.
- **For long search:** When more than a three-year search is requested, the fee for each record in need of a longer search is higher according to the following schedule:

1 - 3 years	\$22.00	31 - 40 years	\$102.00
4 - 10 years	\$42.00	41 - 50 years	\$122.00
11 - 20 years	\$62.00	51 - 60 years	\$142.00
21 - 30 years	\$82.00	61 - 70 years	\$162.00

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (24-year search), plus one marriage record (11-year search) is a total of \$166.00 (\$22 + \$82 + \$62 = \$166)

- Send check or money order payable to the New York State Department of Health. Do not send cash.

**Note:** Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. **Do not send cash.**

**Processing Time**

For the latest information on processing times, please visit our web page at:  
[www.nyhealth.gov/vital\\_records/processingtime.htm](http://www.nyhealth.gov/vital_records/processingtime.htm)

**Available Records**

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50 years, marriage records for 50 years (both parties to the marriage must be deceased).
- The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.

**Completing the Form**

- If you are using Adobe Reader® 5.0 or newer (available as a free download from [www.adobe.com](http://www.adobe.com)) you can fill in the form directly in Adobe Reader by clicking on the appropriate space and entering the information (use the TAB key to move to the next field, shift-TAB to move backwards). Print the completed form, sign and mail to the address shown above.
- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with copies of any required documentation.