

BIRTH AND DEATH CERTIFICATES

Certified copies of birth and death certificates are \$10 each. All copies for births and deaths are kept in the Village, including those at Tri-County Hospital and the Gowanda Nursing Home.

Birth and Death Certificates can be ordered via mail if necessary. In person please have valid ID.

If ordering certificates via mail, please use the following procedure.

- **Enclose a written request** with the following information: **name on birth certificate, date of birth, hospital, father's name, mother's maiden name, contact phone number** or submit **Application for copy of Birth Record Form** (please see Village Forms for application)
 - **Enclose a self-addressed stamped envelope**
 - **Money order payable to the Village of Gowanda**(\$10 per certificate)
 - **Copy of valid government issued photo ID**
 - **Proof of address if your address on your ID is not current** and send to: Village of Gowanda, 27 East Main Street, Gowanda NY 14070
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WHO IS ELIGIBLE TO OBTAIN A BIRTH CERTIFICATE COPY?

- The person named on the birth certificate.
 - A parent of the person named on the birth certificate (requesting parent's name must be listed on the birth certificate)
 - Only by order of a New York State Court or a Government agency for a legal or proper purpose may a spouse, child or other persons obtain a copy of a birth certificate.
 - If you have custody of a minor under the age of 18, you will need custody papers that are no older than 6 months otherwise you must obtain an updated copy from the court.
 - NYS Court Order
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IDENTIFICATION REQUIREMENTS

Application must be submitted with copies of EITHER A or B:

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

- Driver's license with photo
- Non-driver photo ID card
- Passport
- Nexus Pass
- Pistol Permit
- Other government issued photo ID **OR**

B. Three (3) of the following showing the applicant's name and address:

- A utility bill (gas, electric, phone, cable)
- Current Paycheck stubs
- Social Services card
- Social Security card
- Health Insurance card
- Mortgage/Rental lease statement

Important Notes: Failure to include necessary identification will result in rejection of your application. If you have no proofs of Identification please contact the New York State Department of Health Vital Records or to order online through New York State <https://www.vitalchek.com/birth-certificates/new-york/ny-state-vital-records>
Pre-Adoption Certificates

The department of Vital Records has the resources to research sealed records and identify adoption records, as well as retaining supporting adoption documentation, most all applicants will be directed to the State, because our office does not have the access to those records

The fastest way to apply for a pre-adoption birth certificate is online at <http://www.VitalChek.com>
or by calling VitalChek Network, Inc. at 877-456-7747.

Completed Paper applications should be mailed to:
New York State Department of Health
Bureau of Vital Records, PAC Unit
PO Box 2602
Albany, NY 12220-2602

The fee is \$45.00 and can paid as follows:

- Online / Phone – MasterCard/Visa, Discover, American Express, ACH (Electronic Check)
- Mail – Personal Check, Postal Money Order, or Certified Check made payable to NYS Department of Health. Payment for orders from foreign countries must be made by a check drawn on a United States bank or by international money order – Do not send cash

If you have specific questions you may send an email to AdopteeBillPublic@health.ny.gov

For more information please visit https://www.health.ny.gov/vital_records/preadoption.htm
Or for FAQ's
https://www.health.ny.gov/vital_records/docs/faq_obtaining_birth_certificate.pdf

DEATH CERTIFICATE REQUEST

- Enclose an Application for Copy of Death Record
- Enclose a self-addressed stamped envelope
- Money order payable to the Village of Gowanda (\$10 per certificate)
- Copy of valid government issued photo ID
- Proof of address if your address on your ID is not current and send to: Village of Gowanda, 27 East Main Street, Gowanda NY 14070

Attorney Copies: Requests for death certificate copies by lawyers must be submitted on letterhead with check payable to Village of Gowanda with a self addressed stamped envelope.

What is a lawful right or claim?

If the applicant is not the spouse, parent, child or sibling of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested death record.

WHO IS ELIGIBLE TO OBTAIN A DEATH CERTIFICATE COPY?

The informant, surviving spouse, parent, child or sibling of the deceased – child and sibling must prove relationship with birth certificate.

IDENTIFICATION REQUIREMENTS

Application must be submitted with copies of EITHER A or B:

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

- Driver's license with photo
- Non-driver photo ID card
- Passport
- Nexus Pass
- Pistol Permit
- Other government issued photo ID **OR**

B. Five (5) of the following showing the applicant's name and address:

- A utility bill (gas, electric, phone, cable)
- Current Paycheck stubs
- Social Services card
- Social Security card
- Health Insurance card
- Mortgage/Rental lease statement

Important Notes: Failure to include necessary identification will result in rejection of your application.