

HOW TO OBTAIN A BIRTH CERTIFICATE INSTRUCTIONS

- Click on the word “birth” which is highlighted in purple and underlined.
- Print this form and fill it out. Please note, you cannot fill this form out on line. If you do not have a printer, hand write the information from the form in a letter addressed to City Clerk.
- Make sure you include a phone number where it is best to reach you during business hours in case we have questions and your address where we will be mailing it to. Please note, we can only mail the birth certificate to the person applying for it.
- Make a photo copy of your driver’s license. This must be current and cannot be expired. It also must be legible. If you do not have a current driver’s license, please see other acceptable forms of identification as listed on the Vital Records page.
- Include payment in the form of a money order or cashier’s check payable to City Clerk for the number of copies you would like (\$10 per copy). Personal checks are accepted from local banks only. Please do not send cash through the mail.

Mail to: City Clerk
 109 N. Main Street
 Oneida, NY 13421