

Required ID must be included with application. Make check or money order payable to Lincklaen Town Clerk

<p>For regular handling: Enclose \$10 per certified copy or No Record Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136</p>	<p>For priority handling: Enclose \$25 per copy or No Record of Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136</p>
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NAME ON RECORD

Name (as listed on birth certificate): <i>First</i> <i>Middle</i> <i>Last</i>	Date of Birth: <i>(mm / dd / yyyy)</i>
Town, city or village where birth occurred:	Name of hospital where birth occurred (if known):

MOTHER

Maiden Name (as listed on birth certificate): <i>First</i> <i>Middle</i> <i>Maiden Last</i>	Birth Certificate No.: <i>(If known)</i>
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FATHER

Name (as listed on birth certificate): <i>First</i> <i>Middle</i> <i>Last</i>	Local Registration No.: <i>(if Known)</i>
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PURPOSE FOR WHICH RECORD IS REQUIRED (check one)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Employment | <input type="checkbox"/> Driver's license | <input type="checkbox"/> Veteran's Benefits |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> Working Papers | <input type="checkbox"/> Marriage License | <input type="checkbox"/> Court Proceeding |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> School Entrance | <input type="checkbox"/> Welfare Assistance | <input type="checkbox"/> Entrance into Armed Forces |
| <input type="checkbox"/> Other (specify) _____ | | | |

What is your relationship to the person whose record is required? (If self, state "SELF")	If attorney, give name and relationship of your client to the person whose record is required:
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THIS OFFICE REQUIRES WRITTEN AUTHORIZATION OF THE PERSON/PARENTS WHOSE RECORD IS REQUESTED

Signature of Applicant:	Date signed: Month Day Year <table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:33%; height: 20px;"></td><td style="width:33%; height: 20px;"></td><td style="width:33%; height: 20px;"></td></tr></table>				Regular Handling <input type="checkbox"/> \$10.00 x <i>(check only one)</i> OR Priority Handling <input type="checkbox"/> \$25.00 x _____ Copies = \$ _____

Address of Applicant: _____ <i>(Applicant's Name)</i> _____ <i>(Street)</i> _____ <i>(City)</i> <i>(State)</i> <i>(Zip)</i> Telephone No.: _____	Please print the name and address where record should be sent: <i>(If delivery is to a P.O. Box or third party, you must submit with this application a notarized statement signed by the applicant and a copy of the applicant's driver license.)</i> Self Pick-Up <input type="checkbox"/> OR _____ <i>(Name)</i> _____ <i>(Street)</i> _____ <i>(City)</i> <i>(State)</i> <i>(Zip)</i>
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INFORMATION PAGE – MAIL OR HAND DELIVER APPLICATION FOR COPY OF BIRTH

General Instructions

- Use this application *only if* you are the person named on the birth certificate or that person's parents.
- Use this application *only if* the birth occurred in Lincklaen Township.
- **Do not** use this application for genealogy requests.
- Print a copy of this application, complete and sign, or pick one up in the clerk's office.
- Mail or hand deliver the application along with check, money order or exact cash (if hand delivering – do not mail cash) and a copy of the required documentation (see below)

Identification Requirements: Application *MUST* be submitted with copies of either A *OR* B:

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

- A. One (1) of the following forms of valid photo-ID:
- Driver License
 - Non-driver license
 - Passport
 - Other government issued photo-ID
- B. Two (2) of the following showing the applicant's name and address:
- Utility bill or telephone bill
 - Letter from a government agency dated within the last six (6) months

Fees: If no record is on file, a **No Record Certification** is issued

- **For Regular Handling:** The fee is \$10.00 per copy. – Total for one (1) copy is \$10.00. - Total for two (2) copies is \$20.00, etc.
- **For Priority Handling:** The fee is \$10.00 + \$15.00 per copy. – Total for one (1) copy is \$25.00. Total for two (2) copies is \$50.00, etc.
- Send check or money order payable to the Lincklaen Town Clerk. **Do not send cash through the mail.** If paying in person, you may pay in cash. Must be the exact amount. *This office does not carry cash.*

Completing the Form

- Make sure the *entire form* is filled out
- Form **must** be signed and dated
- Attach the required documents

Mail:

Lincklaen Town Clerk/Registrar
568 Union Valley Road
Pitcher, NY 13136

Deliver in Person:

Mondays: 2:00 pm – 6:00 pm
Tuesdays and Thursdays: 8:00 am – Noon