

We inform

APOSTILLE FOR BIRTH OR DEATH CERTIFICATE IN NEW YORK CITY

An apostille is a form of authentication issued to documents for use in countries that participate in the Hague Convention of 1961. The convention is in force in the United States of America. The official list of all participating countries can be found at The Hague Conference on Private International Law's website:

http://hcch.e-vision.nl/index_en.php?act=conventions.status&cid=41

Apostille for Birth or Death Certificate

The process to get an apostille for a birth certificate or a death certificate to be presented in a foreign country that also adheres to the Hague Convention includes the following steps:

- 1) You need to request a long form copy of the birth certificate or death certificate with a letter of exemplification. This can be done in person, online, or by mail (see instruction at: <http://www.nyc.gov/html/doh/html/services/vr-order-other.shtm>)

In person:

BUREAU OF VITAL RECORDS

125 Worth Street (enter building on Lafayette during construction) room 144
New York, NY 10013
1-212-788-4520 (when we tried this number, there was no answer)

Please note: The long-form birth certificate and letter of exemplification can be ordered in person and mailed to you but **you cannot get the long form immediately at the office.** It takes an additional 10 business days to process orders for letters of exemplification and long-form birth or death certificates.

Online

For ordering online you will be directed to Vital Check at:

<https://www.vitalchek.com/birth-certificates>

or

<https://www.vitalchek.com/death-certificates>

By mail

Form for requesting birth certificate by mail (remember to check letter of exemplification):

<http://www.nyc.gov/html/doh/downloads/pdf/vr/birth1.pdf>

Form for requesting death certificate by mail (remember to check letter of exemplification):

<http://www.nyc.gov/html/doh/downloads/pdf/vr/death1.pdf>

Identification and Fee Requirements:

see: https://www.health.ny.gov/vital_records/birth.htmapplication)

- 2) After you receive the NY birth or death certificate and the letter of exemplification, you must go to the County Clerk's Office to have their authenticity certified at:

COUNTY CLERK'S OFFICE

60 Center Street Room 161 (basement)

NY, NY 10007

646-386-5955

Hours: M-F: 9 AM to 5 PM

- 3) After you receive this certification at the County Clerk's Office, take it with you to the following address along with your documents. The County Clerk will give you a map showing you where you need to go.

Walk-in only:

NEW YORK DEPARTMENT OF STATE

Certification Unit

123 William Street, 2nd Floor

New York, NY 10038

(212) 417-5747

- > Price: \$10 per apostille payable (check or money order only) to the "NY DOS"
- > Processing time: Same-day counter service or 4 days for mailed orders.
- > Website: <http://www.dos.ny.gov/corps/apostille.html>
- > Download: [New York order form PDF](#)

Summary

- 1) Bureau of Vital Records to order and pay for a copy of the certificate with letter of exemplification which will be mailed to you (see above to order online or by mail):

BUREAU OF VITAL RECORDS

125 Worth Street (enter building on Lafayette during construction) room

144

New York, NY 10013

- 2) When you have the documents in hand go to County Clerk's Office to get County-Clerk's certification of the authenticity of these documents:

COUNTY CLERK'S OFFICE

60 Center Street Room 161 (basement)

NY, NY 10007

Hours: M-F 9 AM to 5 PM

- 3) Take the County Clerk's certification and your documents to the New York Department of State (for the apostille).

NEW YORK DEPARTMENT OF STATE

Certification Unit

123 William Street, 2nd Floor

New York, NY 10038

To download an order form and to find instructions for obtaining an Apostille by mail see:

<http://www.dos.ny.gov/corps/apostille.html>