



## HOMELESS ADVOCACY PROJECT

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### Birth Certificates from New York City

- ✓ Application Packet requires several special components:
  - ✓ **Notarized** NYC Birth Certificate Application (signed by client and attorney, available at website below)
  - ✓ **Copy of client's unexpired photo i.d. OR two proofs of client's mailing address. Proofs of address must be from a government agency or utility/phone company and be dated within the last 60 days.**
  - ✓ Cover letter on law firm/office letterhead
  - ✓ Copy of your photo identification and attorney identification
  - ✓ Copy of HAP's Release of Information Authorization
  - ✓ Check or money order for correct amount (\$15)
  
- ✓ Send application packet via Priority Mail/Fed Ex/UPS and include a self-addressed, stamped envelope for return. Application should be sent to:
  - NYC Department of Health, Office of Vital Records
  - 125 Worth Street, CN-4, Room 133, New York, NY 10013-4090
  
- ✓ NYC will NOT return the birth certificate to you. They will only mail it to the client directly, based on the 2 proofs of mailing address provided. Therefore, please ask client to monitor his/her mail for this important document and to call you when it arrives.
  
- ✓ Additional information can be found at:  
<http://www1.nyc.gov/nyc-resources/service/1209/birth-certificate>

Please contact your HAP staff attorney with any questions: 215-523-9595

**Thank you for volunteering with HAP!**