

Town of Victor - Application for Copy of Birth Certificate

Information Page

General Instructions

- Use this application if you are the person named on the birth certificate or the parent of said person.
- If you are **not** the person named on the birth certificate or the parent you must provide a NOTARIZED statement authorizing you to obtain the copy or provide documentation establishing a lawful right or claim (see below).
- **Do not** use this application for genealogy requests.
- Mail or bring in the completed application, copy of your identification, any required documentation, along with payment to: Victor Town Clerk, 85 East Main Street, Victor, NY 14564.
- **No faxed or emailed copies of the application will be accepted.**

What is a lawful right or claim?

- If the applicant is not the person named on the birth certificate or the parent of said person, a lawful right of claim must be documented. An example of a lawful right or claim would be a birth record needed by the applicant to claim a benefit.
- Documentation would consist of a copy of a court order or an official letter verifying that a copy of the requested birth record is required from the applicant.

Identification requirements – Application must be submitted with copies:

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

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

- Driver's license
- Non-driver's photo-ID card
- Passport
- U.S. military issued photo-ID

OR Two (2) of the following showing the applicant's name and address (the Town of Victor requires one form of valid photo ID) :

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

Fees

- Cost is \$10.00 for each certified copy.
- Payments accepted: check, money order or bank check payable to "Victor Town Clerk".
- Credit card payments accepted in person only (With applicable fees)
- If no record is on file, a "**No Record Certification**" will be issued and the fee returned.

Note: If the request is from a qualified applicant that indicates a Post Office Box as their return address, a NOTARIZED signed consent is required.