CHEMUNG COUNTY VITAL STATISTICS
Application for a Certified Birth Certificate

** To prevent a delay or denial of your order, read the following information before completing this application: Certified Birth Certificates, Acceptable ID and Documented Proof of Entitlement, and Cost & Payment Options. Fees are not refundable.

Please print certificate information:

_____ _____/_____/_____
Name as it appears on the record: First Middle Last **Date of Birth**

_____
City, Town or Village where birth occurred. Must be in Chemung County

_____ _____
Full maiden name of mother listed **Full name of father listed**

Number of certificates requested: _____ **Certificate(s) needed for Dual Citizenship? Y/N**

Certificate fees: $15.00 for one certificate, $10.00 for each additional certificate of the same record.
Acceptable forms of payment: Money order or certified check made payable to Chemung County Vital Records, credit or debit. No personal checks.

Debit/Credit Payment Information: Complete this section only if the applicant is the cardholder; otherwise, skip payment information on this application and complete a notarized Consent to Charge Credit/Debit Account form to include with this application. Debit/Credit payments subject to minimum $1 service charge.

_____
Name as it appears on credit/debit card.

_____ _____ _____
Account # **Expiration Date** **3 or 4 Digit Security Code**

_____ _____

_____ _____

_____ _____
Mailing address **Billing address, if different than mailing**

Name of Applicant: _____ **Phone No.:** _____
Please print

Relationship to person whose record is required: □Self, □Parent, □ other; specify _____
If applicable, be sure to enclose required document showing proof of entitlement or Consent to Release Certified Birth Certificate form.

Signature: _____ **Date:** _____
Signature must be notarized if your current mailing address is not listed on your driver's/non-driver's license **or** if you are requesting that the certificate be mailed to a different address.

_____ **Notary stamp/seal:**
Notary Signature & date