

## **BIRTH CERTIFICATES**

The Riverhead Town Clerk's Office maintains birth records for individuals born in the Town of Riverhead from 1881 through present.

- ❖ The only individuals eligible to obtain a birth certificate include:
- ❖ The person named on the certificate (must be 18 years of age or older)
- ❖ A parent of the person named on the birth certificate is always entitled to a child's birth certificate (requesting parent's name must be on birth certificate).
- ❖ A person who has court-ordered legal custody/guardianship, a copy of the court order must accompany the request.

**Identification Requirements: Applications must be submitted with a copy of one of the following forms of valid photo ID:**

- Driver's license
- DMV issued non-driver photo ID card
- Passport
- US Military ID

If the applicant's name on the ID differs from the information on the birth certificate, a copy of the applicant's marriage certificate, legal name change paperwork, citizenship papers or naturalization papers must accompany the request.

**Mail Requests** will be sent to the address that appears on the photo ID unless an acceptable **Proof of Mailing Address** (current within one year) is included with the application.

### **PROOF OF MAILING ADDRESS:**

Current Utility Bill (electric, phone, water, cable)

Tax Return

Lease or Rental Agreement

Property Tax Receipt/Bill

Other Official Government Mailing

**Fee:** \$10.00 per certified copy requested. Payment should be made by money order payable to "Riverhead Town Clerk" and mailed to:

**Diane Wilhelm  
Riverhead Town Clerk  
200 Howell Ave.  
Riverhead, NY 11901**