

**Town of Poughkeepsie Clerk – Birth Certificates:**

**PLEASE NOTE IF YOU WERE BORN AFTER 1974 YOU WERE MOST LIKELY BORN IN THE CITY OF POUGHKEEPSIE AND WE WILL “NOT” HAVE YOUR CERTIFICATE -YOU WOULD HAVE TO CONTACT THE “CITY OF POUGHKEEPSIE”**

Who is eligible to obtain a Birth Certificate?

- The person named on the Birth Certificate
- A parent of the person named on the Birth Certificate (requesting parent’s name must be on Birth Certificate)
- Only by order of New York State Court may a spouse, child or other persons obtain a copy of a Birth Certificate

How to Apply for a Birth Certificate:

**BY MAIL:**

- 1.) Mail a completed Birth Application which is attached along with a copy of your Driver’s License or State Issued ID
- 2.) The completed Birth Application **MUST BE NOTARIZED** - NO EXCEPTION
- 3.) Self-Addressed Stamped Envelope

There is a **fee of \$10.00 per transcript/ or no record certificate** - Please note \* no record certificate is given if we search and have no record of your birth in our office.

**WE DO NOT ACCEPT PERSONAL CHECKS, OR CASH.** Please send a **money order** or **bank certified check** payable to the Town of Poughkeepsie. We do not take credit cards for mail order requests

How long will it take? Mail requests will be processed within 2 days from the day they are received in the Clerk’s office.

**If you need overnight, we suggest using Fed X and enclosing a prepaid return Fed X Envelope back to yourself-**

Mail to:                      Town Clerk’s Office                      Questions:                      (845) 485-3620  
   1 Overocker Road  
   Poughkeepsie, NY 12603

**WALK IN:**

- Birth Application (will be given to person to fill out when they arrive)
- Valid Identification ( One thing from either “A” or “B”)
  - “A” - One (1) of the following forms of valid photo ID
    - Driver’s License
    - Non-Driver’s License
    - Passport
    - Employment ID
  - “B” - Three (3) of the following showing the applicant’s name and address
    - Utility or Telephone Bills
    - Letter from a Government Agency dated with the last six (6) months

There is a **fee of \$10.00 per transcript.** Paying in person: Cash, Credit Card, or Personal Check if Town Resident only  
There is a 1.75 Convenience charge added to all credit card transactions\*

THIS APPLICATION MUST BE NOTARIZED

Town of Poughkeepsie, New York  
Town Clerk's Office  
1 Overocker Road  
Poughkeepsie, NY 12603

Telephone (845) 485-3620  
Fax Number (845-485-8583

Monday To Friday  
8:00 AM – 4:00 PM EST

Application for Certified Copy of Birth Certificate

\$10.00 Fee Required For Each Copy Requested, Payable By Money Order, Certified Bank Check (Mail)

WE DO NOT ACCEPT PERSONAL CHECKS

Today's Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

(Must be Saint Francis Hospital or in the Town of Poughkeepsie) Saint Francis Births 1974 or before)

Vassar Hospital is located in the City of Poughkeepsie, you would contact them @ 845-451-4276

Name of Father: \_\_\_\_\_

Maiden Name of Mother: \_\_\_\_\_

# of Copies Requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Relationship to person whose record is required \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

\*Please also attach with this form a copy of State issued photo ID when mailing in request

Applicant Signature (Before a Notary): \_\_\_\_\_

*\*A Daytime phone number must be supplied*

**\*Notary, Please affix your stamp**

Sworn to before me this \_\_\_\_\_ day

Of \_\_\_\_\_ 20

\_\_\_\_\_  
*Notary Public*