

****PLEASE READ THE DIRECTIONS ENTIRELY BEFORE SUBMITTING YOUR APPLICATION. ANY MISSING REQUIRED DOCUMENTATION WILL RESULT IN A DELAY OF PROCESSING****

Place of birth must be within the **Town of Williamstown**

Directions to apply for a birth record:

A certified copy of a birth certificate may be obtained in person or by mail.

- Fee is \$20.00 (Check or money order) for each certified copy, made payable to *Williamstown Town Clerk*, along with a copy of **required identification** and completed application.
- Include a self-addressed return envelope for requests by mail.
- Include required identification.
- Birth certificates may also be applied for in person at the Town Offices during normal business hours. Cash is accepted for in person requests.
- **If you do not currently maintain your birth name because of marriage, divorce or legal name change you will also need to provide a copy of supporting documentation as well as a copy of your valid photo ID**

MAILING ADDRESS:

Town of Williamstown
Town Clerk
79 Lakewood Rd
Altmar, NY 13302

Application to Local Registrar for Copy of Birth Record

CERTIFICATE INFORMATION

Name First Middle Last	Date of Birth <input type="text"/> <input type="text"/> M M D D Y Y Y Y	
Place of Birth Hospital (If not hospital, give street & number)	(Village, Town or City)	County
Father First Middle Last	Maiden Name First Middle Last of Mother	
Number of Copies Requested	Enter Birth No. if Known	Enter Local Registration No. if Known

Purpose for Which Record is Required (Check One)

<input type="checkbox"/> Passport	<input type="checkbox"/> Working Papers	<input type="checkbox"/> Welfare Assistance
<input type="checkbox"/> Social Security-Retirement	<input type="checkbox"/> School Entrance	<input type="checkbox"/> Veteran's Benefits
<input type="checkbox"/> Social Security-SSI	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Court Proceeding
<input type="checkbox"/> Retirement	<input type="checkbox"/> Marriage License	<input type="checkbox"/> Entrance into Armed Forces
<input type="checkbox"/> Employment		
<input type="checkbox"/> Other (Specify) _____		

APPLICANT INFORMATION

NAME FIRST MIDDLE LAST What is your relationship to person whose record is required? <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Other, specify _____ Telephone No. (<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Social Security No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	If attorney, give name and relationship of your client to person whose record is required <table style="width: 100%; border: 1px solid black;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">(name of client)</td> <td style="text-align: center;">(relationship)</td> </tr> </table>			(name of client)	(relationship)
(name of client)	(relationship)				
Signature of Applicant <div style="text-align: right; margin-right: 100px;"> Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM DD YY YY </div>	<h3 style="text-align: center; margin: 0;">FOR REGISTRAR'S USE ONLY</h3> <p style="text-align: center; font-size: small;">(Photocopy ID and attach to application form)</p> TYPE OF ID <input type="checkbox"/> Driver's License State _____ No. _____ <input type="checkbox"/> Other ID, specify _____ No. _____				
Address of Applicant Street _____ City _____ State _____ Zip Code _____					

(OVER)

TYPES OF ACCEPTABLE IDENTIFICATION

1. Driver's license
2. Non-driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicant's name and address
8. Police report of lost or stolen ID

DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED