

Birth Certificates Questions and Answers

Where do I obtain a birth certificate?

Birth Certificates are issued by the Village of Suffern Registrar located in the Village Clerk's Office at 61 Washington Avenue, Monday through Friday, 8:00 a.m. through 4:00 p.m.

Who is eligible to obtain a birth certificate copy?

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 a New York State Court may a spouse, child or other persons obtain a copy of a birth certificate.

Identification Requirements - application *must* be submitted with copies of either A or B:

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

Driver license

State issued non-driver photo-ID card

Passport

U.S. Military issued photo-ID

Two (2) of the following showing the applicant's name and address:

Utility or telephone bills

Letter from a government agency dated within the last six (6) months

Important Notes:

Failure to include necessary identification will result in rejection of your application.

Copy of Passport required in addition to the above ID if request is made from a foreign country that requires a U.S. Passport for travel.

What is the fee for a birth certificate copy?

The fee is \$10.00 per birth certificate copy.

How long will it take?

Birth Certificates are issued at the time of request on a first come, first serve basis.