

Instructions

- Complete a separate application for each record requested.
- Use this application to mail your request.
- Use this application if you are the person named on the birth certificate or if you are that person's parent.
- Use this application only if the birth occurred in the Incorporated Village of Floral Park.

Enclose These Documents and Payment With Your Application

Required Identification. You must send your application with copies of documents from List A or List B.

Note: You need to include a copy of your passport if the request is made from a foreign country that requires a U.S. Passport for travel.

List A

Send a copy of 1 of the documents listed below. The document must include your photo and signature. It must also be current (not expired):

- Driver license
- Non-driver ID Card
- Passport
- Other government issued photo-ID

List B

If you do not have one of the documents in List A, send copies of 2 documents from List B. Each document should show your name and address.

- Utility bill
- Telephone bill
- Letter from a government agency dated within the last 6 months

Fees: If no birth record is on file, you will receive a document stating this. The document is called a No Record Certification. Your application fee will not be refunded.

- The total fee for one copy is \$30. Total for 2 copies is \$60., etc.
- Send check or money order payable to the Incorporated Village of Floral Park. **Do not send cash.**

Note: Payment submitted from foreign countries must be made by a check drawn on a U.S. bank or by international money order. **Do not send cash.**

How to Mail the Application

- **Mail** application along with check or money order and a copy of the required documentation (see below). Send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

Inc. Village of Floral Park
Attn: Registrar
One Floral Boulevard
Floral Park, NY 11001

- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with copies of the required identification.