

## Instructions to Request a Certified Birth Certificate by Mail

Please complete the Birth Certificate Application

Enclose a copy of your Photo ID. Acceptable forms of identification are:

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

Enclose a money order in the amount of \$15.00 per copy. Please make money order payable to "Oswego City Clerk."

Send the application, copy of photo ID and the money order to:

Oswego City Clerk's Office  
13 West Oneida Street  
Oswego, New York 13126

