

REQUEST FOR BIRTH CERTIFICATE

It is your own?

(Parent may request child's. - Child cannot request parent's.)

Were you born in the Town of Carmel?

(Putnam Hospital, Mahopac Hospital, Private residence in Town of Carmel)

You can either come in for it or write a letter requesting it.

If you come for it, you need to bring photo identification - a driver's license or passport.

There is a \$10 fee per certificate.

If you write in you must include in your letter:

Your name (or child's name if applicable)

Date of birth

Mother's maiden name

Father's name

The purpose for your request, i.e. travel, driver's license etc.,

Your signature must be notarized

Please include a telephone number at which you can be reached.

Please also include an address that you wish for the certificate to be mailed to.

Checks or money orders may be made payable to "Ann Garris, Carmel Town Clerk".

Our address is

Ann Garris, Town Clerk

Town of Carmel

60 McAlpin Avenue

Mahopac, NY 10541