



Vital Records Attorney Protocol

The Health Department's Office of Vital Records has established the following protocol for attorneys who assist entitled applicants with their requests for New York City birth and death certificates. Please follow the instructions below. Applications and fee information are available online, or by calling 311.

In-person Orders:

Location: 125 Worth Street, Room 133
Hours: M-F 9:30 a.m. - 3:30 p.m. except holidays

Only entitled parties and their attorneys may submit orders for NYC birth and death certificates. This excludes paralegals, couriers, and other substitutes. If you experience any problems when attempting to submit an order in-person, please ask for a supervisor.

Mail Orders:

Mail applications and any required materials below to:

NYC Department of Health and Mental Hygiene
Office of Vital Records
ATTN: Attorney Requests
125 Worth Street, Room 133
New York, NY 10013

*Missing Attorney
Protocol*

Required Materials:

A letter from the attorney on letterhead, with the following:

- A completed birth or death certificate application signed by the attorney.
- An original letter from the entitled party authorizing the attorney to act on his or her behalf.
- A copy of the entitled party's valid unexpired, government-issued photo identification.
- All applicable fees.
- Proof you are a licensed attorney, such as a printout of your attorney number from
 - New York
 - New Jersey
 - Connecticut