



Village of Southampton

23 MAIN STREET
SOUTHAMPTON, NEW YORK 11968-4899

Website: www.southamptonvillage.org

Email: info@southamptonvillage.org

Birth Certificates Walk-In Service

We are located at:
23 Main Street
Southampton, NY 11968

Our hours are:
9:00 AM to 4:00 PM

What information you should be prepared to provide:

- Full name as listed on the birth certificate
- Sex (male or Female)
- Date of Birth
- Mother's maiden name (her name prior to first marriage)
- Father's full name (if available)
- Hospital or street where birth occurred
- Your relationship to the owner
- Your mailing address
- Reason why you are requesting the certificate

The cost is \$10 for each certified copy. You may pay the clerk by using cash, check or a money order.

Certificates will be released upon presentation of a signed, valid photo ID, such as a passport, driver's license, or employee ID.

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:

A. One of the following forms of valid photo-ID:

- Driver License
- Non-Driver Photo-ID Card
- Passport
- Other government issued photo-ID

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

- Utility or telephone bills
- Letter from government agency dated within the last six (6) month

Important Notes:

- Failure to include necessary identification will result in rejection of your application.
- Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

What is the fee?

- The fee is \$10.00 per birth certificate copy.
- Payment of mail order copies may be made by check or money order payable to the Village of Southampton.
- Payment of mail order copies submitted from foreign countries must be made by check drawn on a United States bank or by international money order-**Do not send cash.**

How long will it take?

- Requests receive priority handling and are processed within one (1) week of receipt. A self addressed stamped envelope must be included with your request. If you choose to have a copy returned to you by Fed Ex overnight delivery, you must include a prepaid overnight envelope.

Who is eligible to obtain a death certificate copy?

- The spouse, parent or child of the deceased
- Other persons who have a:
 - Documented lawful right or claim
 - Documented medical need
 - New York State Court order

What is a lawful right or claim?

If the applicant is not the spouse, parent or child of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from an agency verifying that to process the claim they require from the applicant a copy of the requested death record.

All required identification and payment information is equal to that of obtaining a birth certificate.

Any questions regarding obtaining vital records should be directed to the Southampton Village Hall Registrar at 631-283-0247.