



## CITY OF GLEN COVE

City Hall  
9 Glen Street  
Glen Cove, NY 11542-4106

### **How to Obtain a Birth Certificate by Mail**

**A Birth Certificate can only be issued to the person if over 18 years old and their parents.**

Send a letter with the following information:

- Name at birth
- Date of birth
- Mother's maiden name
- Father's name
- Reason why you need this certificate
- Sign this letter and include your daytime telephone number

Send the following documents with the letter:

- Copy of your valid driver's license or non-Driver's I.D. Card or Passport (if sending a copy of your passport you must include a current utility bill showing your name and current address).
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- Money Order for \$10.00 per copy – Payable to the City of Glen Cove
- Self-Addressed Stamped Envelope – The address on this envelope must match the address on your license. If it does not match, send a current utility bill showing your name and current address.
- **We cannot mail to a P.O. Box. If your address is a PO Box # - and you want the document sent to it. [Include a notarized signed statement that this P.O. Box is the address you would like it mailed to.]**

**Mail to the address listed above – Attention: City Clerk**