

# TOWN OF ONTARIO

Debra DeMinck, Town Clerk  
1850 Ridge Road  
Ontario, NY 14519  
Phone: 315-524-3441  
Fax: 315-524-4903

Please fill out as much information as you can on the attached form. We will also need a copy of some type of picture ID, usually a driver's license (see Types of Acceptable Identification below), and a check for \$10.00, made out to the "Ontario Town Clerk". If you are sending in your request, you will need to have your signature notarized. Return the completed form and your check to: **Ontario Town Clerk's Office**

**1850 Ridge Road  
Ontario, NY 14519**

Birth Certificate – certified copies, certified transcripts may be issued:

1. To a person with a New York State Court Order
2. To the person named on the birth certificate, if 18 years of age or older
3. To the parents of the person named on the birth certificate
4. To the lawful representative of the person named, or the parents of the person named on the birth certificate
5. To the Commissioner of Health
6. To a municipal, state or federal agency when needed for official purposes

A certification of birth may be issued:

1. To the person named on the birth certificate, if under 18 years of age
2. To a person over 18 years of age, if certification is what they prefer, or
3. To a person who can demonstrate the record is required for a judicial or other proper purpose

Types of Acceptable Identification:

- |                          |   |
|--------------------------|---|
| 1. Driver's license      | 6. Employer's Photo ID                                    |
| 2. Non-drivers license   | 7. Two utility bills, showing applicants name and address |
| 3. Passport              | 8. Police report of lost or stolen ID                     |
| 4. Naturalization Papers |   |
| 5. Military ID           |   |

**WE WILL NOT ISSUE A COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED.**