



## *VILLAGE OF COLD SPRING*

85 MAIN STREET

COLD SPRING, NEW YORK 10516 ~ INCORPORATED APRIL 22, 1846

PHONE: (845) 265-3611 ~ FAX: (845) 265-1002

### **Instructions and Information for Birth Certificate Application**

#### **General Information:**

- You may apply for a birth certificate only if you are the person named on the birth certificate, or the parent.
- The Village of Cold Spring can only provide a birth record if the birth occurred within the Village limits.
- Do NOT use this application for genealogical purposes.
- You may mail or bring in this application accompanied by a check or money order to:

Village of Cold Spring Registrar  
85 Main St  
Cold Spring NY 10516  
845-265-3611 phone  
845-265-1002 fax

**Please do not send cash through the post office**

**Identification requirements** – Applications must be submitted with copies of either A or B:

- A. One of the following forms of valid photo-ID:
- Driver License;
  - Non-Driver License;
  - Passport;
  - Other government issued photo-ID;
  - Employer's Photo ID.
- B. Two of the following showing the applicant's name and address:
- Utility bill or landline telephone bill;
  - Letter from a government agency dated within the last six months;
  - Police Report of lost or stolen ID.

**Note:** Copy of a Passport is required if request is made from a foreign country that requires a U.S. Passport for travel.

#### **Fees:**

The fee is \$10.00 per copy. Total for one copy is \$10.00; the total for two copies is \$20.00 and so on.

If no record is on file, no fee will be collected.

Payments submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. Do not send cash.

