

ROCHESTER INSTITUTE OF TECHNOLOGY

How to Obtain Documents for Family Member Eligibility Proof

An official certificate of every birth and marriage should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently in a State vital statistics office or in a city, county, or other local office. To obtain a certified copy of a certificate, write or go to the vital statistics office in the State or area where the event occurred.

Or, to find out where to write or call, check out the National Center for Health Statistics at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

For Those Born in Monroe County

The following information is from the Monroe County website (<http://www.monroecounty.gov/health-birthdeathrecords.php>).

If you need a birth certificate for someone who was born in Monroe County, see below on how to order a birth certificate.

Office of Vital Records

111 Westfall Rd. Rm. 147

P.O. Box 92832

Rochester, NY 14692

Phone: 585 753-5141

Fax: 585 753-5961

Hours: 8:30 a.m. until 4:25 p.m. (Monday through Friday)

Requests By Mail

To request a Birth Certificate by mail, please include the following information in your letter of request:

Birth name, date and place of birth

Father's name and mother's maiden name

Your relationship to the person of birth

What the record is needed for

\$30 (per copy) check or money order, payable to Monroe County

Requests By Phone

Requests for a Birth certificate by telephone from an authorized person, using a major credit card, can be placed by calling 585 427-2412. There is an additional \$6 processing fee per order for this service.

Online Requests

To order a Birth or Marriage certificate online, go to

http://www.vitalchek.com/agency_locator.aspx?providerid=11160.