



# TOWN OF WILLIAMSON

*Marlene A. Gulick, Town Clerk*

*Paula A. Dolan, Deputy Town Clerk*

6380 Route 21, Williamson, NY 14589

Phone: 315-589-8100

Fax: 315-589-9485

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 "**Williamson Town Clerk**".

Return the completed form to: **Williamson Town Clerk's Office**

**6380 Route 21**

**Williamson, NY 14589**

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

**DO NOT ISSUE COPY UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS PRESENTED.**

Marlene Gulick  
Town Clerk

Paula Dolan  
Deputy Town Clerk

