

## Instructions

- Complete a separate application for each record requested.
- Use this application to mail your request.
- Use this application if you are the person named on the birth certificate or if you are that person's parent.
- Use this application if the birth occurred in the Town of Covert, New York State.  
**Do not** use this application if the birth occurred in anywhere else in the State of New York.
- **Do not** use this application for genealogy requests.

## Enclose These Documents and Payment With Your Application

**Required Identification.** You must send your application with copies of documents from List A or List B.

**Note:** You need to include a copy of your passport if the request is made from a foreign country that requires a U.S. Passport for travel.

### List A

Send a copy of 1 of the documents listed below. The document must include your photo and signature. It must also be current (not expired):

- Driver license
- Non-driver ID Card
- Passport
- Other government issued photo-ID

### List B

If you do not have one of the documents in List A, send copies of 2 documents from List B. Each document should show your name and address.

- Utility bill
- Telephone bill
- Letter from a government agency dated within the last 6 months

**Fees:** If no birth record is on file, you will receive a document stating this. The document is called a No Record Certification.  
Your application fee will not be refunded.

- The total fee for one copy is \$10. Total for 2 copies is \$20., etc.
- Send check or money order payable to the Covert Town Clerk. **Do not send cash.**

**Note:** Payment submitted from foreign countries must be made by a check drawn on a U.S. bank or by international money order. **Do not send cash.**

## How to Mail the Application

• **FOR CREDIT/DEBIT CARD PAYMENT:**  
USE THIS LINK  
ON OUR  
WEBSITE: [WWW.TOWNOFCOVERT.ORG](http://WWW.TOWNOFCOVERT.ORG)  
  
\*2.75% FEE WILL APPLY  
\$1.75 MINIMUM PER TRANSACTION

- **Mail or Email** application along with check or money order and a copy of the required documentation (see below). Send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

Town of Covert Town Clerk  
PO Box 265  
Interlaken, NY 14847

- Be sure to sign the form before mailing and include a check or money order made payable to the Covert Town Clerk along with copies of the required identification.

