

## Information Regarding Your Request for a Birth Record

To Whom It May Concern:

Regarding your request for a certified copy of a birth certificate, please note that a **DOH-296A** form (attached) must be completed and accompanied with supporting documents establishing a legal right or claim to obtain a certified copy, or a judicial or other proper purpose to obtain a certification. **This application must be notarized if not applying in person.**

If you are the spouse, parent or child of the individual, you are required to provide a copy of documentation proving such (e.g., marriage license or birth certificate proving lineage).

Legal Right or Claim is defined as established based on documentation demonstrating that the requestor has a legal need requiring a copy of the birth certificate (e.g., letter from bank to the joint account holder, letters testamentary from a person claiming to be the executor/executrix of the estate, insurance policy showing that the requestor is a beneficiary).

The cost for the certified copy is \$10.00, which includes the cost for the search and the certification. Checks should be made payable to the *Town of Montgomery*.

If you should have any further questions regarding this New York State required process, please feel free to contact this office.

Very truly yours,

Tara Stickles, Registrar  
Town of Montgomery  
110 Bracken Road, Montgomery, NY 12549  
Telephone: 845.457.2660  
Email: [tstickles@townofmontgomery.com](mailto:tstickles@townofmontgomery.com)

Birth records maintained by the Town of Montgomery begin in the year 1875 to present.

