

CURRENT PROCESS FOR OBTAINING A VITAL RECORD AT THIS TIME

“How do I order a Birth Certificate via Mail?”

- Enclose a written request with the following information: name on birth certificate, date of birth, hospital, father's name, mother's maiden name, contact phone number
- Enclose a self-addressed stamped envelope
- Money order payable to the City Clerk (\$10 per certificate)
- Copy of valid government issued photo ID
- Proof of address if your address on your ID is not current and send to:

**Vital Records: Birth
65 Niagara Square, Room 1302
Buffalo NY 14202**

Any further Birth Certificate questions, please call (716) 851-5432 or (716) 851-5437.

Contact Sharon - sadler@city-buffalo.com or Paul - pfultz@city-buffalo.com

“How do I order a Death Certificate via Mail?”

- Enclose a written request with the following information: name on death certificate, date of death, place where death occurred, contact phone number
- Enclose a self-addressed stamped envelope
- Money order payable to the City Clerk (\$10 per certificate)
- Copy of valid government issued photo ID
- Proof of address if your address on your ID is not current and send to:

**Vital Records
65 Niagara Square , 1302
Buffalo NY 14202**

Any further Death Certificate questions, please call (716)851-5440.

Contact Roxanne - rchase@city-buffalo.com

“How do I order a Marriage Certificate via Mail?”

- Enclose a written request with the following information: Groom's Full Name, Bride's First Name and Maiden Name, Date of Marriage, and contact phone number.
- Enclose a self-addressed stamped envelope
- Money order payable to the City Clerk (\$10 per Certificate)
- Copy of government issued photo identification
- Proof of address if your address on your identification is not current and send to:

**Vital Records: Marriage Certificate
65 Niagara Square, Room 1301
Buffalo NY 14202**

Any further Marriage Certificate questions, please call (716) 851-5444

“We are getting married; how do we start our marriage license process and/or how do we schedule a marriage officiant to perform our ceremony?”

Contact: Veola vbryant@city-buffalo.com or Sandra sdejesus@city-buffalo.com

*****General inquiries should be directed to our main number (716) 851-5431**