

Timothy Tenke
Mayor



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CITY OF GLEN COVE

City Hall
9 Glen Street
Glen Cove, NY 11542-4106

How to Obtain a Birth Certificate by Mail

A Birth Certificate can only be issued to the person if over 18 years old and their parents.

Send a letter with the following information:

- Name at birth
- Date of birth
- Mother's maiden name
- Father's name
- Reason why you need this certificate
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- Sign this letter and include your daytime telephone number

Send the following documents with the letter:

- Copy of your valid driver's license or non-Drivers ID from Department of Motor Vehicles
Or
Passport (if sending a copy of your passport you must include a current utility bill showing your name and current address).
- If you are married and your ID does not reflect your Birth Name – A copy of your marriage certificate needs to be included
- Money Order for \$10.00 per copy – Payable to the City of Glen Cove
- Self-Addressed Stamped Envelope – The address on this envelope must match the address on your license. If it does not match, send a current utility bill showing your name and current address.

Mail to the address listed above – Attention: City Clerk