



Birth Certificate Authorization Letter Instructions

Applicant must hand write the letter template provided below.

Applicant must have the hand written letter notarized.

Template:

Date 00/00/0000

Office of Vital Records
New York, NY 10013

To Whom it may concern,

I, INSERT YOUR NAME do hereby authorize Audelino Lopez, Peter Ramirez and/or Umar Anwer of It's Easy Service to apply for and secure a duplicate copy of my birth certificate currently on file in your office.

Sincerely
SIGNATURE
PRINTER NAME
DATE OF BIRTH (00/00/0000)

NOTARIZE LETTER

Applicant must have the hand written letter notarized.

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NYC Birth Certificates