Dual Citizenship Guidelines for Obtaining Certified Documents
New York State Department of Health (NYSDOH)

Dual Citizenship Guidelines
Dual Citizenship applications are developed by each individual country and requirements will vary for each country. Many countries require certified copies of vital events in order to verify an applicant's claim of lineage. Access to certified copies of Vital Records in New York State is restricted by Public Health Law Section 4174, Section 4139 and Domestic Relations Law Section 20.

New York City records must be requested from New York City *not* from the State of New York:

1. If the **birth or death** event occurred in one of the five boroughs of New York City the records must be requested from the New York City Department of Health and Mental Hygiene (DOHMH). You may contact DOHMH by phone at 212-788-4500 or 212-788-4520 or at:

   The City of New York – Department of Health and Mental Hygiene
   Office of Vital Records
   125 Worth Street, CN 4, Room 133
   New York, N.Y. 10013-4090
   http://www.nyc.gov/html/doh/html/vr/vr.shtml

2. If the **marriage** license was issued within the five boroughs of New York City the record must be requested from the Office of the New York City Clerk. You can contact the New York City Clerk by phone at 212-669-8090 or by mail at:

   New York City Clerks Office
   1 Centre Street
   New York, NY 10007
   http://www.cityclerk.nyc.gov/

3. Certificates of Dissolution of Marriage, for all of New York State, from 1963 to the present are available from the State of New York. Divorce records prior to 1963 must be obtained from the County Clerk of the County where the decree was issued. This is usually the County where the plaintiff resided.

Anyone applying for certified copies of records must provide identification.

Identification Requirements: Applications must be submitted with copies of either A or B:

EITHER

A. One (1) of the following forms of photo-ID (must include date of birth, signature and valid expiration date):

- Driver license
- Non-driver license (DMV issued identification)
- Passport
- U.S. Military photo-ID (issued to active, reserve or retired military personnel only)

OR

B. Two (2) of the following (from different sources) showing the applicant's name and address:

- Utility bill or telephone bill
- Letter from a government agency dated within the last six (6) months

Note: Copy of Passport is required in addition to identification from A. or B. above if the request is made from a foreign country that requires a U.S. Passport for travel.

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Parent, Grandparent or Great Grandparent's Birth Record:

1. Still Living: If the person whose record is being requested is still living:

    a. The parent/grandparent/great grandparent may request his or her own record. The record will be sent to the requestor who may then give it to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
    b. The parent/grandparent/great grandparent may request his or her own record and include a signed and notarized letter stating that he or she gives the department permission to send the document to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
    c. If the applicant has power of attorney (POA) for the parent/grandparent/great grandparent, the applicant may request the record. The POA must be signed by the person named on the birth certificate. The language stated in the POA must be sufficient to allow the person given POA to obtain the birth certificate. Applicant must include the power of attorney, a copy of the applicant's identification and a completed application.

2. Deceased: A court order from a New York State Court of competent jurisdiction is required. The Department of Health cannot advise you on obtaining a court order. You may wish to consult an attorney familiar with New York State Public Health Law.

Parent or Grandparent's Marriage Record:

1. Bride or Groom Still Living: If either party to the marriage is still living:

    a. The bride or groom may request his or her own marriage record. The record will be sent to the requestor who may then give it to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
    b. The bride or groom may request his or her own marriage record and include a signed and notarized letter stating that he or she gives the department permission to send the document to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
    c. If the applicant has power of attorney (POA) for the bride or groom, the applicant may request the record. The POA must be signed by the bride or the groom on the marriage certificate. The language stated in the POA must be sufficient to allow the person given POA to obtain the marriage certificate. Applicant must include a copy of the applicant's identification along with the power of attorney and completed application.

2. Bride and Groom Both Deceased: If both the bride and groom are deceased, applicant must include copies of their death records, a copy of applicant's identification, documentation demonstrating relationship, and a notarized Affidavit to Request Certified Copy of Marriage Certificate.

    NOTE: Submitting a false affidavit may result in prosecution for perjury.

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Parent, Grandparent or Great Grandparent's Dissolution of Marriage Certificate:

Please note:

There are two (2) types of divorce records.

First, there is the divorce decree. This is the document prepared by the court, setting forth the terms and conditions of the divorce. It is signed by the judge and filed with the County Clerk of the County where the decree was issued. This is usually the County where the plaintiff resided. For information about obtaining a copy of a divorce decree, contact the appropriate County Clerk. Please note that if the divorce was granted before January 1, 1963, the divorce decree is the only type of document available. If this is the type of record you need, you will have to obtain it from the appropriate County Clerk, it is **not** available from the NYS Department of Health.

Second, there is a Certificate of Dissolution of Marriage filed with the New York State Department of Health for divorces granted on or after January 1, 1963. This certificate contains basic information about the husband and wife, and the date and place the marriage ended. This is the type of record which is available from the New York State Department of Health.

1. Husband or Wife Still Living: If either party to the dissolution of marriage is still living:

    a. The husband or wife may request his or her own divorce certificate. The record will be sent to the requestor who may then give it to the applicant for dual citizenship. The requestor must include a copy of his or her identification.
    b. The husband or wife may request his or her own divorce certificate and include a signed and notarized letter stating that he or she gives the department permission to send the document to applicant for dual citizenship. The requestor must include a copy of his or her identification.
    c. If the applicant has power of attorney (POA) for the husband or wife, the applicant may request the record. The POA must be signed by the bride or the groom listed on the Certificate of Dissolution of Marriage. The language stated in the POA must be sufficient to allow the person given POA to obtain the record. Applicant must include the power of attorney, a copy of the applicant's identification and a completed application.

2. Husband and Wife Both Deceased: A court order from a New York State Court of competent jurisdiction is required. The Department of Health cannot advise you on obtaining a court order. You may wish to consult an attorney familiar with New York State Public Health Law.

Grandparent's Death Record:

The applicant must include along with the application for a death certificate, a completed and notarized Affidavit to Request Certified Copy of Death Certificate, documentation demonstrating relationship and a copy of his or her identification.

NOTE: Submitting a false affidavit may result in prosecution for perjury.