



Village of Wellsville

Village Clerks Office

23 North Main Street * Wellsville, New York 14895

Phone: (585) 596-1750 * FAX: (585) 593-7260

REQUEST FOR A BIRTH CERTIFICATE

- The person on the certificate must have been born in the Village of Wellsville.
- Provide a letter requesting birth certificate, to include the following information:
 1. Person's full name at birth (first, middle, last)
 2. Date of birth
 3. Parents' full names (first, middle, last) and mother's maiden last name
 4. Self-addressed, stamped envelope to return the certificate in (business size)
 5. Legible copy of driver's license/photo ID of the person requesting the birth certificate
 6. \$10.00 fee for each certificate requested. Money order (preferred) or a check payable to the Village of Wellsville.
- Mailing address

Send the request by regular mail:

Village of Wellsville
P.O. Box 591
Wellsville, NY 14895

Send by overnight mail:
(include prepaid label/envelope
for overnight return)

Village of Wellsville
23 North Main Street
Wellsville, NY 14895

We can only provide certificates for:

- An individual over the age of 18
- Parents for a child (regardless of child's age) who are listed on the birth certificate
- An individual with a court order for other circumstances