

# TOWN OF MILO

137 Main St, Penn Yan, NY 14527

(315) 536-8911

[www.townofmilo.com](http://www.townofmilo.com)

## INSTRUCTIONS FOR OBTAINING A CERTIFIED CERTIFICATE – WITH RAISED SEAL

- Appear in person at the Town of Milo at 137 Main Street, Penn Yan, NY with your photo ID (Driver's License, Passport or Identification Card) and filled out Application for Copy of Birth, Marriage, or Death Record. The fee is \$10 per certified copy.

OR

- Send a written request to the Town of Milo Office – fill out the Application for Copy of Birth, Marriage or Death Record along with a copy of your photo ID (ie. Driver's License, Passport, or Identification Card) and payment of \$10 per certified copy. If you are requesting a certified Birth Certificate for a child, a parent would send a copy of their own photo ID and give the child's name and date of birth.

## BIRTH CERTIFICATE

The Town of Milo only has birth records for people who were born outside the village (Penn Yan) limits but within the town (Milo) limits, and birth certificates may only be obtained by the person named or a parent listed on the certificate. All birth certificates include parent(s) names listed on the birth record.

## MARRIAGE LICENSE

Marriage records can be obtained from the town or city clerk wherever the original license was purchased. A certified Marriage License may only be obtained by one of the person's listed on the certificate.

## DEATH CERTIFICATE

The Town of Milo only has death records who died outside the village (Penn Yan) limits but within the town (Milo) limits, and certified copies may only be obtained by the informant listed on the death certificate or immediate family members. To acquire a death certificate, **you must show proof of relationship** (ie. if requesting a death certificate of a parent, you must provide your own birth certificate which includes your parent's name on the certificate to show you are a son/daughter).

**PAYMENT** – we accept cash, checks, credit cards and money orders.