

**Notarized Request for Certified Birth Certificate Mailed to a Post Office Box**

I, \_\_\_\_\_, am requested the Department of Vital Statistics of the  
Print First and Last Name

City of Albany to mail a certified copy of my birth certificate to the following address:

\_\_\_\_\_ (PO Box Information)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone ( ) \_\_\_\_\_

I acknowledge that the City of Albany or any agent of the City of Albany shall not be responsible for damages arising from my request to mail the certified copy of my birth certificate to a post office box.

\_\_\_\_\_ (Signature)

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the written instrument and acknowledged to me that he/she executed the same in his / her capacity, and that by his/her signatures on the instrument the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Affix Stamp