



## **TOWN OF SHELTER ISLAND**

**38 NORTH FERRY ROAD - P.O. BOX 1549  
SHELTER ISLAND, NEW YORK 11964-1549**

**DOROTHY S. OGAR**

**TOWN CLERK  
REGISTRAR OF VITAL STATISTICS  
FREEDOM OF INFORMATION OFFICER  
RECORDS ACCESS OFFICER**

**ADMINISTRATIVE (631)-749-1166  
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### **Vital Records Information**

The Town Clerk of the Town of Shelter Island is also the Registrar of Vital Statistics, and as such, files certificates for births and deaths that occur within the Town of Shelter Island. Marriage licenses/certificates that were issued by the Town, and burial records for decedents buried on Shelter Island are also maintained in the Town Clerk's Office. The Town has vital records dating back to 1881. Vital records are not available through FOIL.

Who is eligible to obtain a birth certificate copy?

- The person named on the birth certificate
- A parent of the person named on the birth certificate (the requesting parent's name must be on the birth certificate)
- only by order of a New York State Court may a spouse, child or other persons obtain a copy of a birth certificate

Who is eligible to obtain a death certificate copy?

- The spouse, parent, child or sibling of the deceased
- Other persons who have a
  - documented lawful right or claim, which would include a situation such as the death record being required to claim a benefit. Documentation would consist of an official letter verifying that in order to process a claim, a death record is required.
  - documented medical need
- New York State Court Order

Who is eligible to obtain a marriage transcript?

- the spouses
- other persons who have a documented judicial or other proper purpose, or a New York State Court Order

The fee for certified copies of birth and death certificates and marriage transcripts is \$10.00 each.