

[TO BE PLACED ON LOCAL DISTRICT LETTERHEAD]

Instructions for Puerto Rican Born Individuals Applying for New York State Medicaid

Citizens born in Puerto Rico but residing elsewhere should apply for a new birth certificate on-line or by mail by filling out a Birth Certificate Application form (attached in English and Spanish) and submitting it ***on or after July 1, 2010***. The application form can also be downloaded at:

For on-line applications:

<https://serviciosenlinea.gobierno.pr/SALUD/Login.aspx?ReturnUrl=%2fsalud%2f>

For the English version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Documents/English%20Application%20B%20C%20English.pdf>

For the Spanish version:

<http://www.salud.gov.pr/Programas/RegistroDemografico/Pages/RequisitosparasolicituddeNacimiento.aspx>

Once an applicant completes and signs the form, he/she should follow these steps:

- Applicants residing outside of Puerto Rico may mail the completed application to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
P.O. Box 11854
San Juan, PR 00910**

- Include a photocopy of a valid government issued photo identification document. A passport or drivers license may be used; all other forms of government issued photo I.D. will be subject to approval.
- Include a \$5.00 Money Order payable to the Secretary of the Treasury of Puerto Rico.
- Include a self-addressed envelope with paid postage.

APPLICATIONS SENT BY FEDEX, EXPRESS MAIL OR REGISTERED MAIL:

- To send applications through premium mail services (e.g., FedEx, Express Mail, Registered Mail, UPS, etc.) correspondence should be directed to the following address:

**Puerto Rico Vital Statistics Record Office
(Registro Demográfico)
171 Quisqueya Street
Hato Rey, PR 00917**