

**TYPE OF RECORD DESIRED (Enter Number of Copies)**

<p>Search and Certified Transcript <input type="checkbox"/> Fee \$10 per copy</p> <p>A Certified Transcript is an abstract from the marriage record issued under the seal of the town/city clerk. It includes the names of the contracting parties, their residence at the time the license was issued, date and place of marriage as well as date and place of birth of the bride and groom.</p> <p>A Certified Transcript may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy <input type="checkbox"/> Fee \$10 per copy</p> <p>A Certified Copy includes all of the items of information occurring on the original record of the marriage.</p> <p>A Certified Copy may be needed where proof of parentage and certain other detailed information may be required such as: passports, veteran's benefits, court proceedings, or settlement of an estate.</p>
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**Bride/Groom/Spouse**

Name (as recorded on marriage license):		Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i> _____	<i>Middle</i> _____	<i>Birth Name (if different)</i> _____
<i>Last</i> _____	Residence (at time of marriage):	
If Previously Married, State Name Used at that Time:		<i>County</i> _____ <i>State</i> _____
<i>First</i> _____	<i>Middle</i> _____	<i>Last</i> _____

**Bride/Groom/Spouse**

Name (as recorded on marriage license):		Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i> _____	<i>Middle</i> _____	<i>Birth Name (if different)</i> _____
<i>Last</i> _____	Residence (at time of marriage):	
If Previously Married, State Name Used at that Time:		<i>County</i> _____ <i>State</i> _____
<i>First</i> _____	<i>Middle</i> _____	<i>Last</i> _____

**Marriage Information**

Place Where Marriage License Was Issued:	Place Where Marriage Was Performed:	Marriage Certificate No.: <i>(if known)</i>	Local Registration No.: <i>(if known)</i>
<i>Town or City</i> _____ <i>County</i> _____	<i>Town or City</i> _____ <i>County</i> _____		
Purpose for which record is required:		Date of Marriage or Period Covered by Search:	
In what capacity are you acting?:		<i>Married on or Search from:</i> _____ <i>(mm / dd / yyyy)</i>	
What is your relationship to person whose record is required? (If self, state "SELF".)		<i>Search to:</i> _____ <i>(if searching period) (mm / dd / yyyy)</i>	
If attorney, give name and relationship of your client to person whose record is required:			Last 4 Digits of Credit Card:

Signature of Applicant	Date:	Applicant's Phone Number:
▶ _____	_____	_____
Name of Applicant:		Please print name and address where record is to be sent:
Address of Applicant:		
_____		
_____		
_____		
<i>City</i> _____	<i>State</i> _____	<i>ZIP</i> _____
<i>City</i> _____	<i>State</i> _____	<i>ZIP</i> _____

# Where to Apply for Record of Marriage

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## 1. License Issued in New York State (Outside of New York City)

Year of Marriage	Apply to:
* 1881 to present ( <b>\$10.00 per copy</b> )	Town or City Clerk Where license was issued (purchased)
* 1881 to present ( <b>\$30.00 per copy</b> ) If a state issued copy is required or you are not certain in which city or town outside of New York City the license was issued.	New York State Department of Health Vital Records Certification Unit P.O. Box 2602 Albany, NY 12220-2602 <a href="http://www.health.ny.gov/vital_records/marriage.htm">www.health.ny.gov/vital_records/marriage.htm</a>
* 1880 - 1907 and license issued in the cities of Albany, Buffalo or Yonkers	Albany: City Clerk City Hall - 24 Eagle St Rm 202 Albany, NY 12207  Buffalo: City Clerk 65 Niagara Square Buffalo, NY 14202  Yonkers: City Clerk 40 S Broadway Rm 107 Yonkers, NY 10701

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## 2. License Issued in New York City

Contact the office of the New York City Clerk for information if the marriage license was issued in any of the five boroughs of New York City:

[www.cityclerk.nyc.gov](http://www.cityclerk.nyc.gov)

Manhattan	City Clerk of New York 141 Worth Street New York, NY 10013  (212) NEW-YORK / (212) 639-9675
Brooklyn	(also known as Kings)
Bronx	
Queens	(Records prior to 1898 are on file with the New York State Department of Health)
Richmond	(also known as Staten Island) (Records prior to 1898 are on file with the New York State Department of Health)

**PLEASE NOTE:** Records of marriages in areas of the present City of New York, which were not part of the city at the time of marriage, are on file with the State Department of Health.

## **Marriage Certificate Request by Mail**

Who is eligible to obtain a marriage certificate via mail?

People eligible to get a marriage certificate:

- Person named on the Certificate
- Other people who have a:
  - Documented judicial or other purpose
  - New York State Court Order

If you are not a spouse, you must document a judicial or other proper purpose. For example, you may need a marriage certificate to claim a benefit. You will need an official letter from the agency saying that you need the marriage record to process the claim.

**To apply for a Marriage Certificate by mail, please print and complete the Marriage Certificate Application below and mail it to our office with the following:**

- A legible copy of your valid photo ID
- Your signature must be **NOTORIZED** on the application
- Check or Money Order made out to the **Town of Deposit**

**Fee-\$10.00 per copy (check or money orders should be made out to the Town of Deposit)**

**Mail your request and appropriate fee to:**

**Town of Deposit  
Attn: Town Clerk  
3 Elm Street  
Deposit, NY 13754**