

TOWN OF SENECA FALLS - VITAL RECORDS REQUEST - MARRIAGE CERTIFICATE

130 OVID STREET SENECA FALLS, NY 13148

Required ID must be included with application. Make check or money order payable to Seneca Falls Town Clerk.

Bride/Groom/Spouse

Name *(as recorded on marriage license)*:

Date of Birth:

First Middle Last Birth name (if different)

(or age at time of marriage)

If Previously Married, State Name Used at that Time:

Residence *(at time of marriage)*:

First Middle Last

County State

Bride/Groom/Spouse

Name *(as recorded on marriage license)*:

Date of Birth:

First Middle Last Birth name (if different)

(or age at time of marriage)

If Previously Married, State Name Used at that Time:

Residence *(at time of marriage)*:

First Middle Last

County State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage License Was Issued:

Town or City County

Town or City County

Marriage Certificate No.:

(if known)

Local Registration No.:

(if known)

Date of Marriage or Period Covered by Search:

Marriage on or

Search from:

Search to:

(if searching period)

Purpose for which record is required:

In what capacity are you acting?

What is your relationship to person whose record is required?

(if self, state "SELF")

If attorney, give name and relationship of your client to person whose record is required:

If you are not the bride, groom or spouse on the record, you must submit documentation of a judicial or other proper purpose.

Signature of Applicant:

Date Signed:

Month

Day

Year

Certified Copy

\$10.00 x

Copies = \$

Address of Applicant:

Please print or type the name and address where the record should be sent: *(if delivery is to a P.O. Box or third party, you must submit with this application a notarized statement signed by the applicant and a copy of the applicant's driver license.)*

(Applicant's Name)

(Name)

(Street Address)

(Street Address)

(City) (State)

(Zip)

Telephone No:

()

(City)

(State)

(Zip)

Information Page - Mail-in Application for Copy of Marriage Certificate

General Instructions

- Use this application if you are the bride, groom or spouse named on the marriage certificate.
- If you are not the bride, groom or spouse named on the marriage certificate, then you must submit with this application a copy of documentation establishing a judicial or other proper purpose (see below).
- Use this application only if the marriage license was obtained in New York State outside of New York City. Do not use this application if the marriage license was obtained in any of the five (5) boroughs of New York City.
- Do not use this application for genealogy requests.
- If delivery is to a P.O. Box or to a third party you must submit, with this application, a notarized statement signed to the bride, groom or spouse and a copy of the bride, groom or spouse's driver license.
- Print a copy of this application, complete and sign.
- Mail application with check or money order and a copy of required documentation (see below).

What is a judicial or other proper purpose?

- If the applicant is not the bride, groom or spouse, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record needed by the applicant to claim a benefit.
- Documentation would consist of a copy of a court order or an official letter certifying that a copy of the requested marriage record is required from the applicant in order to process a claim.

Identification Requirements - Application **must** be submitted with copies of either A or B.

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

- A. One (1) of the following forms of valid photo-ID:
 - Driver's license
 - State Issued Non-Driver Photo-ID Card
 - Passport
 - U.S. Military Issued Photo- ID
- OR
- B. Two (2) of the following showing the applicant's current name and address:
 - Utility or telephone bills
 - Letter from a government agency dated within the last six (6) months

Fees: If no record is on file, a No Record Certification is issued and the fee is **not** refunded.

- The fee is \$10.00 per copy. -- Total for one (1) copy is \$10.00. Total for two (2) copies is \$20.00, etc.
- Send check or money order payable to the Seneca Falls Town Clerk. Do not send cash.

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. Do not send cash.