# Application to Town Clerk

**For Copy of Marriage Record**

**NEW YORK STATE DEPARTMENT OF HEALTH**

**Vital Records Section**

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## TYPE OF RECORD DESIRED (Check One)

| Search and Certification | Fee $10.00 per copy | Search and Certified Copy | Fee $10.00 per copy |

A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of birth of the bride and groom.

A Certification may be used as proof that a marriage occurred.

A Certified Transcript includes all items of information occurring on the original record of the marriage.

A Certified Transcript 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.

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## FEES:

Make money order or check payable to **Leonard J. Perfetti, Town Clerk**. Please do not send cash.

There is no fee for a record to be used for eligibility determination for social welfare or veteran’s benefits.

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## PLEASE COMPLETE FOR AND REMIT FEE

### PLEASE PRINT OR TYPE

<table>
<thead>
<tr>
<th>Name (First) (Middle) (Last)</th>
<th>Name (First) (Middle) (Last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groom</td>
<td>Bride</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Groom’s Age of date of Birth</th>
<th>Bride’s Age or Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence of Groom (County) (State)</td>
<td>Residence of Bride (County) (State)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Marriage or Period Covered by Search</th>
<th>If Bride Previously Married, State Name used at That Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Where License Was Issued</td>
<td>Place Where Marriage Was Performed</td>
</tr>
</tbody>
</table>

For what purpose is information required? (If self, state “SELF”.)

On what capacity are you acting? (If attorney: Name and relationship of your client to persons whose marriage record is required.)

Signature of Applicant Date

Please print name and address where record is to be sent;

<table>
<thead>
<tr>
<th>Address of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>

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General Instructions

• Use this application if you are the bride or groom named on the marriage certificate.

• If you are not the bride or groom 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.

What is a judicial or other proper purpose?

• If the applicant is not the bride or groom, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record need by the applicant to claim a benefit.

• Documentation would consist of a copy of a court order or an official letter verifying 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:

A. One (1) of the following forms of valid photo-ID:
   • Driver License
   • Non- Driver photo-ID Card
   • Passport
   • Other government issued photo-ID

B. Two (2) of the following showing the applicant’s name and address:
   • Utility or telephone bills
   • Letter from a government agency dated within the last six months