

Application Instructions for Copy of Marriage Certificate

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).
- **Do not use this application for genealogy requests.**
- Print a copy of this application, complete, sign, and present/mail to the Clerk with all proper documentation included.

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 verifying that a copy of the requested marriage record is required from the applicant in order to process a claim.

Required Identification: You must send your application with copies of documents from List A or List B.

Note: You need to include a copy of your passport if the request is made from a foreign country that requires a U.S. Passport for travel.

List A - Send a copy of 1 of the documents listed below. The document must include your photo and signature. It must also be current (not expired):

- Driver license
- Non-driver ID Card
- Passport
- Other government issued photo-ID

List B - If you do not have one of the documents in List A, send copies of **2** documents from List B. Each document should show your name and address.

- Utility bill
- Telephone bill
- Letter from a government agency dated within the last 6 months

Fees: If no record is on file, you will receive a document stating this. The document is called a No Record Certification. Your application fee will not be refunded.

- The total fee for one copy is \$10. Total for 2 copies is \$20, etc.
- Send check or money order payable to the Athens Town Clerk. Do not send cash.

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

Mail application along with check or money order and a copy of the required documentation. Requests may also be made in person but will take 1-2 business days to be completed and returned.

Athens Town Clerk
2 First Street
Athens, NY 12015

Be sure to sign the form before mailing and include a check or money order made payable to the Athens Town Clerk **along with copies of any required documentation and identification.** Payments cannot be taken over the phone or online. Debit or credit cards can be accepted at the counter for those paying in person.

TYPE OF RECORD DESIRED (Enter Number of Copies)			
Search and Certified Transcript Fee \$10.00 per copy 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. A Certified Transcript may be used as proof that a marriage occurred.	Search and Certified Copy Fee \$10.00 per copy A Certified Copy includes all of the items of information occurring on the original record of the marriage. 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.		
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: (or age at time of marriage)
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>
If Previously Married, State Name Used at that Time:			Residence (at time of marriage):
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i> <i>State</i>
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: (or age at time of marriage)
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>
If Previously Married, State Name Used at that Time:			Residence (at time of marriage):
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i> <i>State</i>
Marriage Information			
Place Where Marriage License Was Issued:	Place Where Marriage Was Performed:	Marriage Certificate No.: (if known)	Local Registration No.: (if known)
<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?:			Married on or Search from: _____ (mm / dd / yyyy)
What is your relationship to person whose record is required? (If self, state "SELF".)			Search to: _____ (if searching period) (mm / dd / yyyy)
If attorney, give name and relationship of your client to person whose record is required:			
Signature of Applicant ▶		Date:	
Applicant's Phone Number:		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

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

Year of Marriage	Apply to:
* 1881 to present (\$10.00 per copy)	Town or City Clerk Where license was issued (purchased)
* 1881 to present (\$30.00 per copy) 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 www.health.ny.gov/vital_records/marriage.htm
* 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

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

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.