



## Information Page – Request for Genealogical Services

### General Instructions

- Uncertified copies of abstracts from records of birth, death and marriage may be provided for genealogical research purposes subject to the restrictions specified in this summary. All requests must be submitted in writing and include payment of applicable fee of \$22.00 for each copy requested which included search and uncertified copy or notification of no record.
- Print a copy of application, complete and sign.
- Mail the completed form, copy of a valid drivers license, and payment to: Town Clerk's office: 4160 Upper Mountain Road, Sanborn, NY 14132.

Original records available:

### Births: Beginning in 1872

- No information shall be released from a record of birth which has been placed in a confidential file pursuant to Public Health Law Section 4138.
- No information shall be released from a record of birth unless the record has been in file for at least **75 years** *and* the person to whom the record relates is known to be deceased.

### Marriages: Beginning in 1884

- No information shall be released from a record of marriage for at least **50 years** *and* the parties to the marriage are known to be deceased.

### Death: Beginning 1884

- No information shall be released from a record of death unless the record has been on file for at least **50 years**.

*The time periods are waived for direct-line descendants. A direct line descendant is a person in the direct line of descent, i.e., the child, grandchild, great grandchild of the person whose record is requested. The direct-line descendant applicant must provide the following:*

- *Proof of their relationship to the person whose record they are requesting.*
- *Proof of the death of the person whose birth certificate they are requesting.*
- *Proof of the death of both spouses whose marriage certificate they are requesting.*