



Information Page – Request for Copy of Marriage Certificate

General Instructions

- Use this application only 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).
- **DO NOT** use this application for *genealogy* requests.
- All mail requests and out of state applicants must have signatures notarized.
- Mail the completed form, copy of a valid drivers license, and payment to:
Town Clerk's office: 4160 Upper Mountain Road, Sanborn, NY 14132.

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:

One (1) of the following forms of valid photo-ID:

- Driver License
- Non-Driver photo-ID Card
- Passport
- Other government issued photo-ID

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

General Information for Copy of Marriage Record Fees:

- Cost is \$10.00 for each certified copy
- If no record is on file, a "No Record Certification" will be issued