

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 by 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 any required documentation (see below).

**For Expedited order placement and processing:**

Please visit [www.VitalChek.com](http://www.VitalChek.com)

or call VitalChek Network, Inc. at 877-854-4481

To order by mail, send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

New York State Department of Health  
Vital Records Certification Unit  
P.O. Box 2602  
Albany, NY 12220-2602

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.

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 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 \$30.00 per copy. — Total for one (1) copy is \$30.00. Total for two (2) copies is \$60.00, etc.
- Send check or money order payable to the New York State Department of Health. 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.

Completing the Form

- If you are using Adobe Reader<sup>®</sup> 7.0 or newer (available as a free download from [www.adobe.com](http://www.adobe.com)) you can fill in the form directly in Adobe Reader by clicking on the appropriate space and entering the information (use the TAB key to move to the next field, shift-TAB to move backwards). Print the completed form, sign and mail to the above address.
- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with any required documentation.

Required ID must be included with application. Make check or money order payable to New York State Department of Health.

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Mail Order Certified Copy Fee: Enclose \$30 per copy or No Record Certification. Send to:  
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Vital Records Certification Unit  
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Albany, NY 12220-2602

**Bride/Groom/Spouse**

Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>	
<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: <i>(or age at time of marriage)</i>	
<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.: <i>(if known)</i>	Local Registration No.: <i>(if known)</i>
<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: _____ <i>(mm / dd / yyyy)</i>	
What is your relationship to person whose record is required? <i>(If self, state "SELF".)</i>		Search to: _____ <i>(if searching period) (mm / dd / yyyy)</i>	

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: \$30.00 x _____ Copies = \$ _____	
	<table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		
Address of Applicant:		Please print or type the name and address where record should be sent: <i>(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.)</i>	
_____ <i>(Applicant's Name)</i>			
_____ <i>(Street)</i>			
_____ <i>(City)</i>	_____ <i>(State)</i>		_____ <i>(Street)</i>
_____ <i>(Zip)</i>			_____ <i>(City)</i>
Telephone No.: (    ) _____		_____ <i>(State)</i>	
		_____ <i>(Zip)</i>	