

TYPE OF RECORD DESIRED (Enter Number of Copies)

<p>Search and Certified Transcript (Certificate) <input type="checkbox"/> Fee \$10.00 per copy</p> <p>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.</p> <p>A Certified Transcript may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy (Long Form) <input type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certified Copy includes all of the items of information occurring on the original record of the marriage.</p> <p>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.</p>
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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.: <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?:	What is your relationship to person whose record is required?: (If self, state "SELF".)	Married on or Search from: <i>(mm / dd / yyyy)</i>	
If attorney, give name and relationship of your client to person whose record is required:		Search to: <i>(if searching period)</i> <i>(mm / dd / yyyy)</i>	

Signature of Applicant:	Date:	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)
	 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
* 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.	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
* 1880 - 1907 and license issued in the cities of Albany, Buffalo or Yonkers.	

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 (also known as Kings)
Brooklyn	
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.

Application to the Town Clerk for Copy of Marriage Record

Type of record desired.

- Certified Copy** A photographic reproduction of the actual marriage license.
- Certified Transcript** A Certified Transcript includes all of the items of information occurring on the original record of marriage.
- Certification** A Certification, an abstract from the marriage record issued by the Clerk under seal and includes the names of the contracting parties, their residence at the time the license was issued and the date and place of birth of the bride and groom.

A **Certified Copy** or **Certified Transcript of marriage** can only be issued to the bride, the groom, legal representative or anyone who can demonstrate a legal claim. 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.

A **Certification** of marriage also can only be issued to the bride, groom, legal representative or anyone who can demonstrate a legal claim. The Certification can be used as proof that a marriage occurred.

Forward Mail Requests To:

Town Clerk - Town of North Hempstead
200 Plandome Road P. O. Box 3000
Manhasset, New York 11030

Include a Stamped, Self-addressed envelope with:

1. A \$10 Money Order for each copy ordered.
 2. A Photo copy of the requestor's Identification. (State Motor Vehicle Driver's license, Non-Driver I D, Passport or other birth related I D)
 3. Give bride and groom's names, date and place where license was issued, place of marriage, and purpose record is being requested.
- Note: If bride was previously married, state name used at that time.

Priority Handling

* In addition to the requirements above: Send request via FEDEX, USPS, UPS or other overnight carrier and include a pre-paid, self-addressed return envelop and applicable pick-up charges. (Example, UPS charges \$ 6.95 for pick-up of all pre-paid envelops & packages)