

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript

Fee \$10.00 per copy

Search and Certified Copy

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.

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)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage Was Performed:

Marriage Certificate No.:
(if known)

Local Registration No.:
(if known)

Town or City County

Town or City County

Purpose for which record is required:

Date of Marriage or Period Covered by Search:

Married on or Search from:

(mm / dd / yyyy)

In what capacity are you acting?:

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:

Name of Applicant:

Please print name and address where record is to be sent:

Address of Applicant:

City

State

ZIP

City

State

ZIP

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 (<i>\$10.00 per copy</i>)	Town or City Clerk Where license was issued (purchased)
* 1881 to present (<i>\$30.00 per copy</i>) 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

Richmond

(Records prior to 1898 are on file with the New York State Department of Health)

(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.

Requesting a Certified Copy of Your Marriage License

1. Please fill out this form with the information **at the time you took out your license**, sign it and send us a copy of your **drivers' license**. Please be as specific as possible.
2. The fee for each Certified Copy is **\$10.00**.
3. Return this application to our office at the address below. We need a **hard copy - no faxed or e-mailed applications**.
4. Please include a **phone number** at which you can be contacted.
5. If your marriage license was not obtained in the Town of New Castle, we will send back a **no record certification**. We cannot give information regarding vital statistics over the phone.

Thank you!

New Castle Town Clerk's Office

P: (914) 238-4772

200 South Greeley Avenue

Chappaqua, NY 10514