

## Information Page

### Mail-in Application for Certified Copy of Marriage Record

#### General Instructions

- **Do not** use this application to submit your request by fax.
- Do not use this application for genealogy requests.
- Use this application only if the marriage license was obtained in the City of Schenectady.
- Print a copy of this application, complete and sign.
- Mail application along with a certified check or money order, a copy of the required documentation and a self-addressed stamped or prepaid return envelope (see below).

For regular handling send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

**Schenectady City Clerk  
Vital Records Section – Room 107  
105 Jay Street  
Schenectady, NY 12305**

#### Document may be issued to:

- The bride or groom
- Other persons who have a:
  - Documented judicial or other proper purpose
  - New York State Court Order

#### Identification Requirements:

Application must be submitted with copies of either A or B:

- A.** One (1) of the following forms of valid photo-ID:
- Driver license
  - Non-driver license
  - Passport
  - Other government issued photo-ID
- B.** Two (2) pieces of mail from two different sources showing the same name and address of the applicant:
- Utility bill or telephone bill
  - Letter from a government agency dated within the last six (6) months

#### Remit:

- The fee is \$10.00 per copy. Total for one (1) copy is \$10.00. Total for two (2) copies is \$20.00, etc.
- Send certified check or money order payable to the **Schenectady City Clerk**.
- **Do not send cash.**
- Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order.
- Return: Please include a self-addressed stamped or prepaid return envelope.

Marriage records cannot be mailed to a P.O. Box or third-party address unless the applicant completes a notarized signed consent, authorizing us to mail the certificate to a P.O. Box.

**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