

## Application to Town Clerk For Copy of Marriage Record

### TYPE OF RECORD DESIRED (Check One)

Search and Certification

Fee \$10.00 per copy

A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of birth of the bride and groom.

A Certification may be used as proof that a marriage occurred.

Search and Certified Copy

Fee \$10.00 per copy

A Certified Transcript includes all items of information occurring on the original record of the marriage.

A Certified Transcript may be needed where proof of parentage and certain other deiled information may be required such as; passports, veteran's benefits, court proceedings, or settlement of an estate.

### PLEASE COMPLETE FOR AND REMIT FEE

**FEES:** Make money order or check payable to **Town of Ulster Town Clerk** Please do not mail cash.  
There is no fee for a record to be used for eligibility determination for social welfare or veteran's benefits.

**PLEASE PRINT OR TYPE**

Name (First) (Middle) (Last) of Party 1	Name (First) (Middle) (Last) of Party 2
Party 1 Age or date of Birth	Party 2 Age or Date of Birth
Residence (County) (State) of Party 1	Residence (County) (State) of Party 2
Date of Marriage or Period Covered by Search	If Previously Married, State Name used at That Time
Place Where License Was Issued	Place Where Marriage Was Performed
For what purpose is information required? _____ _____	What is your relationship to person whose record is requested? (If self, state "SELF".) _____ _____
On what capacity are you acting? _____ _____	If attorney: Name and relationship of your client to persons whose marriage record is required. _____ _____
Signature of Applicant	Date
Address of Applicant _____ Street _____ City	Please print name and address where record is to be sent; _____ _____ _____
State Zip Code	

## General Information for Copy of Marriage Record

### General Instructions

- Use this application 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).
- 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*.

### 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:

- A. One (1) of the following forms of valid photo-ID:
  - Driver License
  - Non-Driver photo-ID Card
  - Passport
  - Other government issued photo-ID
- B. 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

MAIL OR DELIVER TO:  
Town of Ulster Town Clerk  
1 Town Hall Drive  
Lake Katrine, NY 12449