

# APPLICATION FOR A CERTIFIED TRANSCRIPT OF MARRIAGE

## REQUIREMENTS

People eligible to get a marriage certificate:

- Spouses
- Other people who have a:
  - documented judicial or other proper purpose
  - New York State Court Order

If you are not a spouse, you must document a judicial or other proper purpose. For example, you may need a marriage certificate to claim a benefit. You would need an official letter from the agency saying that you need the marriage record to process the claim.

## TYPES OF IDENTIFICATION REQUIRED

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

- A. **One** of the following forms of valid photo-ID:
- Driver's license
  - State-issued, nondriver photo-ID card
  - Passport
  - U.S. Military-issued, photo-ID

**OR**

- B. **Two** of the following showing the applicant's name and address:
- Utility or telephone bill
  - Letter from a government agency dated within the last six months

## FEE/MANNER OF PAYMENT

- \$10.00 per copy
- Cash (if in person), Money Order, Bank Cashier's Check, Personal Check if from a local bank in the City of Oneida
- Money Orders and Checks shall be made payable to City Clerk.

## PLEASE NOTE:

- If mailing your application, please provide us with a No. 10 self-addressed, stamped envelope in order for us to process your request. If your need is urgent, we suggest using an overnight mail service, and include a self-addressed, pre-stamped overnight envelope that we can send back to you. All requests are processed the same day of receipt.
- We are prohibited from discussing specific Vital Records information over the telephone. All requests must be submitted in writing with the proper identification.
- If we have done the search and determined that the record was not purchased in the City of Oneida, you will still be charged the fee and be provided with a "No Record Certification Form" stating that a search was made and that no record was found.



**CITY OF ONEIDA**  
 City Clerk  
 109 N. Main Street  
 Oneida, NY 13421  
 315-363-7378/315-363-9558 (Fax)

## APPLICATION FOR RECORD OF MARRIAGE

Fee is \$10 per copy

\_\_\_\_ Number of Copies Requested

\_\_\_\_ Government Use Copy (Free)

**\*\*Must supply documentation from Government Agency requesting the certificate, i.e. VA**

<p>OFFICE USE ONLY:</p> <p>Date Processed/Mailed: _____</p> <p>By Whom: _____</p>
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**NOTE:** A "No Record Certification" will be issued if, upon our search, the desired record cannot be located. The \$10 fee applies.

NAME OF APPLICANT	<u>FIRST</u>	<u>MIDDLE</u>	<u>LAST (Maiden if Applicable)</u>
NAME OF SPOUSE	<u>FIRST</u>	<u>MIDDLE</u>	<u>LAST (Maiden if Applicable)</u>
DATE OF MARRIAGE (Must have year if exact date is not known)	REGISTRATION No. (If Known)		WHERE MARRIAGE TOOK PLACE
PURPOSE FOR RECORD	<input type="radio"/> Insurance <input type="radio"/> Marriage <input type="radio"/> Passport <input type="radio"/> School/Sports <input type="radio"/> Retirement <input type="radio"/> Social Security		<input type="radio"/> Other (Please Specify) _____
<input type="radio"/> Adoption <input type="radio"/> Court/Custody <input type="radio"/> Employment <input type="radio"/> Housing <input type="radio"/> ID/Driver's License			

**What is your relationship to the person whose record is required?** \_\_\_\_ SELF \_\_\_\_ PARENT \_\_\_\_ ATTORNEY/LEGAL GUARDIAN

My signature certifies my understanding of and agreement with the requirements as stated in the general instructions on the application.

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**\*Cannot be sent to a P.O. Box, Business or C/O)**

PHONE#: (\_\_\_\_) \_\_\_\_\_ EMAIL (OPTIONAL): \_\_\_\_\_