

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**

OFFICE USE ONLY:

Date Processed/Mailed: _____

By Whom: _____

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)		
NOTE: We only have records that were filed in the City of Oneida. Even if you were married in the city, it does not necessarily mean you purchased the license here.			
PURPOSE FOR RECORD			
<ul style="list-style-type: none"><input type="radio"/> Adoption<input type="radio"/> Court/Custody<input type="radio"/> Employment<input type="radio"/> Housing<input type="radio"/> ID/Driver's License	<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><input type="radio"/> Other (Please Specify) _____	

What is your relationship to the person whose record is required? _____ SELF _____ 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): _____