Instructions to request a certified copy of a Marriage Certificate

Who is eligible to order a copy of a certified marriage record?

People eligible to get a marriage certificate:

- Spouses
- Other people who have a:

    1. documented judicial or other proper purpose.
    2. 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 will need an official letter from the agency stating that you need the marriage record to process the claim.

What identification needs to be submitted by applicant?

One of the following forms of valid photo ID:

- Driver's License
- State issued, non-driver photo identification
- Passport
- U.S. Military-issued photo ID.

OR

Two of the following that show the applicant's name and address:

- Utility or telephone bill
- Letter from government agency dated within the past six months

Fee -$10.00 includes search and certified copy or notification of no record.

Payment is to be made out to "Oswego Town ". Checks from **nonlocal** banks will have a 15-business day hold before releasing any certificates.

Be advised, Oswego Town Hall does **NOT** have a Fed-Ex or UPS pick up so USPS will be used.

Send the application, copy of photo ID and the payment to:

Oswego Town Clerk's Office
2320 County Route 7
Oswego, New York 13126

If you have questions or concerns, please contact townclerk@townofoswego.com

NEW YORK STATE DEPARTMENT OF HEALTH
Vital Records Section

Application to Town/City Clerk for Copy of Marriage Record

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 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):
First *Middle* *Last* *Birth Name (if different)*

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

If Previously Married, State Name Used at that Time:
First *Middle* *Last*

Residence (at time of marriage):
County *State*

Bride/Groom/Spouse

Name (as recorded on marriage license):
First *Middle* *Last* *Birth Name (if different)*

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

If Previously Married, State Name Used at that Time:
First *Middle* *Last*

Residence (at time of marriage):
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)*
Search to: _____ *(if searching period) (mm/dd/yyyy)*

In what capacity are you acting?:

What is your relationship of the person whose record is required? (If self, state "SELF".)

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:

Address of Applicant:

City *State* *ZIP*

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

City *State* *ZIP*

DOH-301 (8/11)