

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript <input style="width: 40px; height: 20px;" type="checkbox"/> 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.	Search and Certified Copy <input style="width: 40px; height: 20px;" type="checkbox"/> Fee \$10.00 per copy 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.
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Bride/Groom/Spouse

Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>	
If Previously Married, State Name Used at that Time:			Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i>	<i>State</i>

Bride/Groom/Spouse

Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>	
If Previously Married, State Name Used at that Time:			Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i>	<i>State</i>

Marriage Information

Place Where Marriage License Was Issued:	Place Where Marriage Was Performed:	Marriage Certificate No.: <i>(if known)</i>	Local Registration No.: <i>(if known)</i>
<i>Town or City</i> <i>County</i>	<i>Town or City</i> <i>County</i>		
Purpose for which record is required:		Date of Marriage or Period Covered by Search:	
In what capacity are you acting?:		Married on or Search from: _____ <i>(mm / dd / yyyy)</i> Search to: _____ <i>(if searching period) (mm / dd / yyyy)</i>	
What is your relationship to 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: _____ _____ _____ _____ _____		Please print name and address where record is to be sent: _____ _____ _____ _____ _____
<i>City</i>	<i>State</i>	<i>ZIP</i>
<i>City</i>	<i>State</i>	<i>ZIP</i>

Information needed to obtain a marriage certificate:

- Application or letter of request is required.
- Letter of request must include: Bride's *full* maiden name & date of birth, Groom's *full* name & date of birth, date of marriage, reason why you need the marriage record, & signature of applicant.
- Identification: copy of your **current** driver's license or state issued identification card is required (your mailing address *must* match the address listed on your identification).
- Payment: In the form of a money order only - \$10.00 per copy - made payable to *Rome City Clerk*

****Please include a self-addressed stamped envelope****

The return mail policy is within 2 days upon receipt of the request.

MAIL ALL REQUESTS TO:

**Office of the City Clerk
198 N. Washington St.
Rome, NY 13440**