

**MAIL ALL REQUESTS TO:**  
**Office of the City Clerk**  
**198 N. Washington St.**  
**Rome, NY 13440**

**Information needed to obtain a Birth Certificate:**

- **Application or letter of request** is required.
- **Letter of request must include:** Name at birth, date of birth, mother's name (*first, full middle, maiden name*), father's name (*first, full middle, last name*), reason for which the record is needed, and applicant's signature.
- **Identification:** copy of your **current** driver license or state issued identification card is required (current 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\****

**Information needed to obtain a Death Certificate:**

- **Application or letter of request** is required.
- **Letter of request must include:** Full name of deceased, date of death, applicant's relationship to the deceased, reason for which the record is needed, and the applicant's signature.
- **Identification:** copy of your **current** driver license or state issued identification card is required (current 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\****

**Information needed to obtain Genealogy copies:**

**Death Records:** must be on file for at least 50 years for record to be released.

**Birth Records:** must be on file for at least 75 years for record to be released. You must provide documentation that the individual on the birth record is deceased.

**Marriage Records:** must be on file for at least 50 years for record to be released. You must provide documentation that both parties are deceased.

- **Application or letter of request** is required. The return mail policy is within 5-7 days upon receipt of the request, depending on the search.
- **Identification:** copy of your **current** driver license or state issued identification card is required (current mailing address must match the address listed on your identification).
- **Payment:** In the form of a money order only - made payable to Rome City Clerk (*see fee schedule below*)

|               |         |               |          |
|---------------|---------|---------------|----------|
| 1 - 3 years   | \$22.00 | 31 - 40 years | \$102.00 |
| 4 - 10 years  | \$42.00 | 41 - 50 years | \$122.00 |
| 11 - 20 years | \$62.00 | 51 - 60 years | \$142.00 |
| 21 - 30 years | \$82.00 | 61 - 70 years | \$162.00 |