

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

