

Instructions to obtain a Marriage Certificate by mail:

- DO NOT USE THIS APPLICATION FOR GENEALOGY REQUESTS.
- The only individuals entitled to *certified* copies of a marriage certificate are the bride & groom listed on the marriage license.
- Application *or* letter of request is required.
- If mailing letter of request, please include the following: 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, applicants phone #, mailing address, and signature.
- A copy of applicant's **valid** driver's license *or* state issued non-driver ID card is required (**current mailing address must match the address listed on applicant's identification**). If you do not have a valid driver's license, please contact our office at 315-339-7756 for other acceptable forms of identification.
- The fee for a marriage certificate is \$10.00 *per copy* - **Money orders only, we do not accept personal checks.** Please make money order payable to *Rome City Clerk*.
- The return mail policy is within 2 days upon receipt of the request. Please include a self-addressed stamped envelope with your request. ******If applicant's return address is a Post Office Box, a signed notarized letter of consent is required, giving the Rome City Clerk's Office permission to mail the birth certificate to the PO Box.***
- If your need is urgent, we suggest using an overnight mail service to send the request, and include a self-addressed, pre-stamped overnight envelope that we can send back once your request is processed. Overnight mail applications are processed the same day they are received in our office.

MAIL ALL REQUESTS TO:

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

For more information on eligibility requirements or to order vital records online, see the New York State Department of Health Vital Records at https://www.health.ny.gov/vital_records/

TYPE OF RECORD DESIRED (Enter Number of Copies)			
<p>Search and Certified Transcript <input style="width: 40px; height: 20px;" type="checkbox"/> Fee \$10.00 per copy</p> <p>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.</p> <p>A Certified Transcript may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy <input style="width: 40px; height: 20px;" type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certified Copy includes all of the items of information occurring on the original record of the marriage.</p> <p>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.</p>		
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?:		What is your relationship to person whose record is required? (If self, state "SELF".)	
		Married on or Search from: _____ <i>(mm / dd / yyyy)</i> Search to: _____ <i>(if searching period) (mm / dd / yyyy)</i>	
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:		Please print name and address where record is to be sent:	
Address of Applicant:		_____	
_____		_____	
_____		_____	
_____		_____	
<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>City</i> <i>State</i> <i>ZIP</i>