

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/

Application to Rome City Clerk for Copy of Marriage Record

TYPE OF RECORD DESIRED (Check One)	
<p>Search and Certification <input type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of the birth of the bride and groom.</p> <p>A Certification may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy <input type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certified Transcript includes all of the items of information occurring on the original record of the marriage.</p> <p>A Certified Transcript 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>

PLEASE COMPLETE FORM (PRINT OR TYPE) AND REMIT FEE

FEE: Make money order or certified check payable to ROME CITY CLERK . <i>Please do not mail in cash or personal checks.</i> All requests by mail should be sent to Rome City Clerk - 198 N. Washington St., Rome, New York 13440.	
NAME (First) (Middle) (Last) AT BIRTH	NAME (First) (Middle) (Last) AT BIRTH
DATE OF BIRTH	DATE OF BIRTH
RESIDENCE AT (County) (State) THE TIME OF MARRIAGE	RESIDENCE AT (County) (State) THE TIME OF MARRIAGE
DATE OF MARRIAGE	IF PREVIOUSLY MARRIED, NAME AT TIME OF MARRIAGE
PLACE WHERE MARRIAGE LICENSE ISSUED	PLACE WHERE MARRIAGE WAS PERFORMED
Purpose for which information is required?	What is your relationship to person whose record is requested? If self, state "SELF."
In what capacity are you acting?	If ATTORNEY: Name and relationship of your client to persons whose marriage record is required.
Signature of Applicant Date	Phone Number Email Address
Address of Applicant	Name and address where record should be sent

ROME CITY CLERK
198 N. WASHINGTON ST.
ROME, NY 13440
(315) 339-7659