

## *Instructions for obtaining a Genealogy Search by mail*

<b>DEATH RECORDS:</b>	Must be on file for at least <b><u>50 years</u></b> for record to be released.
<b>BIRTH RECORDS:</b>	Must be on file for at least <b><u>75 years</u></b> for record to be released. You must provide documentation that the individual on the birth record is deceased.
<b>MARRIAGE RECORDS:</b>	Must be on file for at least <b><u>50 years</u></b> for record to be released. You must provide documentation that both parties are deceased.

- Application *or* letter of request is required.
- Identification Requirements - application must be submitted with copies of either A or B:
  - A) **One (1)** of the following forms of valid photo-identification:
    - **Valid** driver license (**must show current mailing address**)
    - **Valid** state-issued non-driver photo-identification card (**must show current mailing address**)
  - B) **Two (2)** of the following showing the applicant's name and current mailing address:
    - Utility or telephone bills
    - Letter from a government agency dated within the last six (6) months
- **Payments must be made by money orders only, payable to Rome City Clerk**
  - **The applicable fee is for each name or type of record requested**, based on the below schedule:

### FEE SCHEDULE

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

- The return mail turnaround time is within five to seven (5-7) business days upon receipt of the request. Please include a self-addressed and pre-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 record to the PO Box.***

**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, please visit the New York State Department of Health Vital Records website at [https://www.health.ny.gov/vital\\_records/](https://www.health.ny.gov/vital_records/).*

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

Return to: New York State Department of Health, Vital Records Section, P.O. Box 2602, Albany, NY 12220-2602

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.
2. Original records of births and marriages for the entire state begin with 1881, deaths begin with 1880, EXCEPT for records filed in Albany, Buffalo and Yonkers prior to 1914. Applications for these cities should be made directly to the local office.
3. The New York State Department of Health does not have New York City records except for births occurring in Queens and Richmond counties for the years 1881 through 1897.
4. Please read the Administrative Rule Summary on the reverse side of this sheet which specifies years available for genealogical research.

To insure a complete search, provide as much information as possible.

Please complete the applicable section for each type of record requested: birth, death or marriage.

<b>Birth</b>	Name at Birth _____	State File	Name at Birth _____	
	Date of Birth _____	Number _____	Date of Birth _____	
	Place of Birth _____		Place of Birth _____	
	Father's Name _____		Father's Name _____	
	Mother's Maiden Name _____		Mother's Maiden Name _____	
<b>Marriage</b>	Name of Bride _____		Name of Bride _____	
	Name of Groom _____		Name of Groom _____	
	Date of Marriage _____	State File	Date of Marriage _____	
	Place of Marriage and/or License _____		Number _____	Place of Marriage and/or License _____
<b>Death</b>	Name at Death _____		Name at Death _____	
	Date of Death _____	Age at Death _____	Date of Death _____	
	Place of Death _____		Place of Death _____	
	Names of Parents _____		Names of Parents _____	
	Name of Spouse _____		Name of Spouse _____	
	State File Number _____		State File Number _____	

For what purpose is information required? \_\_\_\_\_

What is your relationship to person whose record is requested? \_\_\_\_\_

In what capacity are you acting? \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Send record to: (please print)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If requesting birth and marriage records, please sign the following statement:  
To the best of my knowledge, the person(s) named in the application are deceased.  
\_\_\_\_\_  
SIGNATURE OF APPLICANT

**Information Page — Mail-in Application for Genealogical Services**

**General Instructions**

- Use this application only for *genealogy requests*.
- Print a copy of this application, complete & sign.
- If applying to Local Registrar, mail **application, current driver's license, and money order to:**

Rome City Clerk  
198 N. Washington Street  
Rome, NY 13440

- If applying to New York State Department of Health, mail **application, current driver's license, and money order to:**

New York State Department of Health  
Vital Records Section  
Certification Unit  
P.O. Box 2602  
Albany, NY 12220-2602

**Fees:** If no record is on file, a **No Record Report** will be issued and the fee is **not** refunded.

- **For standard search:** This includes a three (3) year search. The fee is \$22.00 per copy. The fee is for **each** name or type of record requested.
- **For long search:** When more than a three-year search is requested, the fee for each record in need of a longer search is higher according to the following schedule:

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

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (24-year search), plus one marriage record (11-year search) is a total of \$166.00 (\$22 + \$82 + \$62 = \$166)

**Processing Time**

For the latest information on processing times, please visit our web page at:  
[www.nyhealth.gov/vital\\_records/processingtime.htm](http://www.nyhealth.gov/vital_records/processingtime.htm)

**Available Records**

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50 years, marriage records for 50 years (both parties to the marriage must be deceased).
- The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.

**Completing the Form**

- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a money order, identification, and/or copies of any required documentation.