

Instructions for obtaining a Certified Marriage Transcript by mail

- **DO NOT USE THIS APPLICATION FOR GENEALOGY REQUESTS.**
- The only individuals entitled to *certified* copies of a marriage record are the parties listed on the marriage license.
- Application *or* letter of request is required.
- If mailing a letter of request, be sure include the following:
 - Full maiden name and dates of birth *for both individuals*
 - Date of marriage
 - Reason for which the record is needed
 - Applicant's phone number, mailing address, and signature
- 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
- The fee for a marriage certificate is **\$10.00 per copy**.
 - **Payments must be made by money orders only, payable to Rome City Clerk.**
- The return mail turnaround time is within two (2) 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.***
- If your need is urgent, we suggest using an overnight mail service to send the request, and include a self-addressed and pre-stamped overnight envelope that we can send back once your request is processed. *Overnighted applications are processed the same day as 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, please visit the New York State Department of Health Vital Records website at https://www.health.ny.gov/vital_records/.

Application to Rome City Clerk for Copy of Marriage Record

PLEASE INCLUDE A PHOTOCOPY OF YOUR VALID DRIVER LICENSE

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 THE TIME OF MARRIAGE (County) (State)	RESIDENCE AT THE TIME OF MARRIAGE (County) (State)
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?	
In what capacity are you acting?	What is your relationship to person whose record is requested? If self, state "SELF."
Signature of Applicant	Date
Address of Applicant	Phone Number
	Email Address
	Name and address where record should be sent

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