

Instructions for obtaining a Genealogy Search by mail

DEATH RECORDS:	Must be on file for at least <u>50 years</u> for record to be released.
BIRTH RECORDS:	Must be on file for at least <u>75 years</u> 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 <u>50 years</u> 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	\$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 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/.



OFFICE OF VITAL STATISTICS
ROME CITY HALL, 198 N. WASHINGTON ST.
ROME, NEW YORK 13440-5815
TEL.: (315) 339-7659 FAX: (315) 838-1160
WWW.ROMENEWYORK.COM

APPLICATION FOR GENEALOGICAL SERVICES

PLEASE COMPLETE FORM AND REMIT FEE. PHOTOCOPY OF VALID DRIVER/NON-DRIVER ID IS REQUIRED.
FEE: \$22.00 PER EACH SEARCH (cash or card in-person, money order or certified check for mailed-in requests)

1. **FEE - \$22.00** includes search and uncertified copy or notification of no record.
2. Original births and marriage records for the entire state of New York begin with year 1881, and deaths begin with year 1880.
3. This application is for records maintained by the City of Rome, New York only.

BIRTH	Name at Birth _____ Date of Birth _____ Place of Birth _____ Father's Name _____ Mother's Maiden Name _____	BIRTH	Name at Birth _____ Date of Birth _____ Place of Birth _____ Father's Name _____ Mother's Maiden Name _____
MARRIAGE	Name of Bride _____ Name of Groom _____ Date of Marriage _____ Place of Marriage and/or License _____	MARRIAGE	Name of Bride _____ Name of Groom _____ Date of Marriage _____ Place of Marriage and/or License _____
DEATH	Name at Death _____ Date of Death _____ Place of Death _____ Names of Parents _____ Name of Spouse _____	DEATH	Name at Death _____ Date of Death _____ Place of Death _____ Names of Parents _____ Name of Spouse _____

For what purpose is information required? _____

What is your relationship to person whose record is requested? _____

In what capacity are you acting? _____

PRINTED NAME OF APPLICANT _____

SIGNATURE OF APPLICANT _____ **DATE** _____

ADDRESS _____ **PHONE** _____