

## *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/](https://www.health.ny.gov/vital_records/).*



**OFFICE OF THE CITY CLERK**  
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 CERTIFIED TRANSCRIPT OF MARRIAGE**

**PLEASE COMPLETE FORM AND REMIT FEE. PHOTOCOPY OF VALID DRIVER/NON-DRIVER ID IS REQUIRED.**  
**FEE: \$10.00 PER COPY** (cash or card in-person, money order or certified check for mailed-in requests)

<b>BRIDE / GROOM / SPOUSE 1</b>		<b>BRIDE / GROOM / SPOUSE 2</b>	
NAME <i>AT BIRTH</i>		NAME <i>AT BIRTH</i>	
DATE OF BIRTH		DATE OF BIRTH	
IF PREVIOUSLY MARRIED, NAME AT TIME OF MARRIAGE		IF PREVIOUSLY MARRIED, NAME AT TIME OF MARRIAGE	
RESIDENCE AT TIME OF MARRIAGE		RESIDENCE AT TIME OF MARRIAGE	
<b>MARRIAGE INFORMATION</b>			
DATE OF MARRIAGE		PLACE WHERE MARRIAGE LICENSE WAS ISSUED	
LOCATION OF MARRIAGE		RELATIONSHIP TO MARRIAGE (BRIDE/GROOM/SPOUSE)	
PURPOSE FOR WHICH RECORD IS REQUIRED		IF ATTORNEY, NAME AND RELATIONSHIP OF YOUR CLIENT TO PERSONS MARRIED	
<b>APPLICANT INFORMATION</b>			
PRINTED NAME		PHONE NUMBER / EMAIL	
SIGNATURE	DATE	HOME ADDRESS	

**FOR INTERNAL USE ONLY**

Transcript No.: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Date Mailed: \_\_\_\_\_