

Town of North Dansville

**Application for Copy of
Marriage Certificate**

FEE: \$10.00 per copy (No Personal Checks)

Certified Check/Money Order/Credit Card

Who is eligible to order a certified marriage record?

Spouses or someone who has a documentation of a judicial or other proper purpose or NYS Court Order with an official letter.

Required ID and/or legal documentation must be included with the application.

Make Money Order or Certified Bank Check out to: Town of North Dansville.

(NO Personal Checks Accepted)

Send to:

Town of North Dansville
Town Clerk
14 Clara Barton Street
Dansville, NY 14437

BRIDE/GROOM/SPOUSE INFORMATION

NAME (as recorded on the marriage license):

First Middle Last

If previously married, state name used at that time

First Middle Last

BRIDE/GROOM/SPOUSE INFORMATION

NAME (as recorded on the marriage license):

First Middle Last

If previously married, state name used at that time

First Middle Last

MARRIAGE INFORMATION

Where License was issued: _____

Where Marriage took place: _____

Date of Marriage _____

Town/Village County

Town/Village County

Date Range

Purpose for which record is required? _____

IN WHAT CAPACITY ARE YOU ACTING? _____

WHAT IS YOUR RELATIONSHIP to person whose record is requested? _____

If Attorney , give name and relationship of your client to person whose record is requested?

Client

Relationship

APPLICANT INFORMATION (where to be mailed)

Name: _____

Street: _____

City: _____ **State:** _____ **Zip:** _____

SIGNATURE: _____

PHONE #: _____

Vital Records has **Marriage records** (since 1880) for marriage licenses purchased in all of New York State except New York City. It does not have records for marriage licenses purchased in all of New York State except New York City, which includes the five boroughs: Manhattan, Kings (Brooklyn), Queens, Bronx, and Richmond (Staten Island).

Marriage records are also available from the town or city clerk where you bought the license.

Requirements

Who is eligible order a certified marriage record?

People eligible to get a marriage certificate:

- Spouses
- Other people who have a:
 - documented judicial or other proper purpose
 - New York State Court Order

If you are not a spouse, you must document a judicial or other proper purpose. For example, you may need a marriage certificate to claim a benefit. You would need an official letter from the agency saying that you need the marriage record to process the claim.

What identification needs to be submitted by the applicant?

Application must be submitted with copies of either A or B:

- A. One of the following forms of valid photo-ID:
- Driver's license
 - State-issued, nondriver photo-ID card
 - Passport
 - U.S. Military-issued, photo-ID

OR

- B. Two of the following showing the applicant's name and address:
- Utility or telephone bill
 - Letter from a government agency dated within the last six months

Please submit a copy of your U.S. passport in addition to the above ID if you are applying from a foreign country that requires a passport for travel.

Common Denial Reasons:

- Applications without proper ID
- Failure to submit a copy of their U.S. passport in addition to the required identifications when applying from a foreign country that requires a passport for travel