

Marriage Certificate Request by Mail

Who is eligible to obtain a marriage certificate via mail?

People eligible to get a marriage certificate:

- Person named on the Certificate
- Other people who have a:
 - Documented judicial or other 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.

To apply for a Marriage Certificate by mail, please print and complete the Marriage Certificate Application below and mail it to our office with the following:

- A legible copy of your valid photo ID
- Your signature must be notarized on the application
- A self-addressed, stamped envelope
- Check or Money Order made payable to the Town of Walton

The request may also be made on personal stationery with the above listed ID and a self-addressed stamped envelope. On your letter you must include the following:

- Name of the married couple including maiden names
- Date of birth both individuals
- Date of marriage
- City/Town and State where the marriage license was issued
- City/Town and State where the wedding took place
- Your mailing address
- Your notarized signature

Fee - \$10.00 per copy (check/money orders should be made payable to the Town of Walton)

Mail your request and the appropriate fee to:

Town of Walton
Attn: Town Clerk/Collector
129 North Street
Walton, NY 13856

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript

Fee \$10 per copy

Search and Certified Copy

Fee \$10 per copy

A Certified Transcript is an abstract from the marriage record issued under the seal of the town/city clerk. It includes the names of the contracting parties, their residence at the time the license was issued, date and place of marriage as well as date and place of birth of the bride and groom.

A Certified Transcript may be used as proof that a marriage occurred.

A Certified Copy includes all of the items of information occurring on the original record of the marriage.

A Certified Copy 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.

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First

Middle

Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First

Middle

Last

County

State

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First

Middle

Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First

Middle

Last

County

State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage Was Performed:

Marriage Certificate No.:
(if known)

Local Registration No.:
(if known)

Town or City

County

Town or City

County

Purpose for which record is required:

Date of Marriage or Period Covered by Search:

Married on or Search from:

(mm / dd / yyyy)

In what capacity are you acting?:

What is your relationship to person whose record is required?
(If self, state "SELF".)

Search to:

(if searching period) (mm / dd / yyyy)

If attorney, give name and relationship of your client to person whose record is required:

Last 4 Digits of Credit Card:

Signature of Applicant

Date:

Applicant's Phone Number:

Name of Applicant:

Please print name and address where record is to be sent:

Address of Applicant:

City

State

ZIP

City

State

ZIP

Where to Apply for Record of Marriage

1. License Issued in New York State (Outside of New York City)

Year of Marriage	Apply to:
* 1881 to present (\$10.00 per copy)	Town or City Clerk Where license was issued (purchased)
* 1881 to present (\$30.00 per copy) If a state issued copy is required or you are not certain in which city or town outside of New York City the license was issued.	New York State Department of Health Vital Records Certification Unit P.O. Box 2602 Albany, NY 12220-2602 www.health.ny.gov/vital_records/marriage.htm
* 1880 - 1907 and license issued in the cities of Albany, Buffalo or Yonkers	Albany: City Clerk City Hall - 24 Eagle St Rm 202 Albany, NY 12207 Buffalo: City Clerk 65 Niagara Square Buffalo, NY 14202 Yonkers: City Clerk 40 S Broadway Rm 107 Yonkers, NY 10701

2. License Issued in New York City

Contact the office of the New York City Clerk for information if the marriage license was issued in any of the five boroughs of New York City:

www.cityclerk.nyc.gov

Manhattan	City Clerk of New York 141 Worth Street New York, NY 10013 (212) NEW-YORK / (212) 639-9675
Brooklyn	(also known as Kings)
Bronx	
Queens	(Records prior to 1898 are on file with the New York State Department of Health)
Richmond	(also known as Staten Island) (Records prior to 1898 are on file with the New York State Department of Health)

PLEASE NOTE: Records of marriages in areas of the present City of New York, which were not part of the city at the time of marriage, are on file with the State Department of Health.