



**Town of North Greenbush  
Mail-in Application for Copy of Marriage Certificate**

1. Name of Groom (*as recorded on marriage license*):

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2. Groom's Date of Birth (*or age at time of marriage*):

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3. Name of Bride (*as recorded on marriage license*):

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4. Bride's Date of Birth (*or age at time of marriage*):

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5. If Bride Was Previously Married, State Name Used at that Time:

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6. Marriage Certificate Number (*if known*):

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7. Residence of Groom:

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8. Residence of Bride:

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9. Place Where Marriage Was Performed:

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10. Place Where Marriage Was Performed:

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11. Date of Marriage:

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12. Purpose for which record is required: *In what capacity are you acting?:*

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

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Signature of Applicant:

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Date Signed:

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Address of Applicant: *Where certificate should be sent.*

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**If there are any questions please call:  
North Greenbush Town Clerk's Office  
518-283-4306**

## Mail-in Application for Copy of Marriage Certificate General Instructions

1. Use this application if you are the bride or groom named on the marriage certificate.
  - If you are **not** the bride or groom named on the marriage certificate, then you must submit with this application a copy of documentation establishing a judicial or other proper purpose (see below).
2. Print a copy of this application, complete and sign.
3. **Mail** application with check or money order and a copy of any required documentation (see below).

For regular handling send by first class mail, registered mail, certified mail or U.S. Priority Mail to:

**North Greenbush Town Clerk  
Registrar of Vital Statistics  
2 Douglas St  
Wynantskill, NY 12198**

### What is a judicial or other proper purpose?

- If the applicant is not the bride or groom, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record needed by the applicant to claim a benefit.
- Documentation would consist of a copy of a court order or an official letter verifying that a copy of the requested marriage record is required from the applicant in order to process a claim.

### Identification Requirements -- Application *must* be submitted with copies of:

- One (1) of the following forms of valid photo-ID:
  - Driver license
  - Non-Driver Photo-ID Card
  - Passport
  - Other government issued photo-ID

**Fees:** If no record is on file, a **No Record Certification** is issued and the fee is **not** refunded.

**For regular handling:** The fee is \$10.00 per copy.

- Total for one (1) copy is \$10.00. Total for two (2) copies is \$20.00, etc.
- Send check or money order payable to the Town of North Greenbush Town Clerk. Do not send cash.