



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

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

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

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

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

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

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

7. Residence of Groom:

8. Residence of Bride:

9. Place Where Marriage Was Performed:

10. Place Where Marriage Was Performed:

11. Date of Marriage:

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

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

Signature of Applicant:

Date Signed:

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

**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.