



TOWN OF NORTH GREENBUSH

Mail-In Application for Copy of Marriage License

1. Name of the 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 the time of marriage):

5. If Bride was previously married, state the 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. Date of Marriage:

11. Purpose of which record is required: In what capacity are you acting?:

12. What is your relationship to the 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.