

Information Page — Mail-in Application for Copy of Marriage Certificate

General Instructions

- Use this application if you are the bride, groom or spouse named on the marriage certificate.
- If you are not the bride, groom or spouse 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).
- Use this application only if the marriage license was obtained in New York State outside of New York City. Do not use this Application if the marriage license was obtained in any of the five (5) boroughs of New York City.
- Do not use this application for genealogy requests.
- If delivery is to a P.O. Box or to a third party you must submit, with this application, a notarized statement signed by the bride, groom or spouse and a copy of the bride, groom or spouse's driver license.
- Print a copy of this application, complete and sign.
- 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:

For priority handling call 518-234-1719

Town of Cobleskill  
378 Mineral Springs Road  
P.O. Box 327  
Cobleskill, NY 12043

What is a judicial or other proper purpose?

- If the applicant is not the bride, groom or spouse, 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 either A or B:

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

A. One (1) of the following forms of valid photo-ID:

- Driver license
- State Issued Non-Driver Photo-ID Card
- Passport
- U.S. Military Issued Photo-ID

-- OR --

B. Two (2) of the following showing the applicant's current name and address:

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

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.
- For priority handling:

Completed requests will be returned by first class mail unless a United States pre-paid return mailer for overnight delivery is provided with the request.

- Send check or money order payable to the Town Clerk. Do not send cash.

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. Do not send cash.

Completing the Form:

- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to Town Clerk along with any required documentation.

## Mail-in Application for Copy of Marriage Certificate

Required ID must be included with application. Make check or money order payable to Town Clerk.						
For regular handling: Enclose \$10 per copy or No Record Certification. Send to: Town of Cobleskill 378 Mineral Springs Road P.O. Box 327 Cobleskill, NY 12043		For priority handling: Call 518-234-1719 <b>United States pre-paid return mailer for overnight delivery must be provided with the request</b>				
Bride/Groom/Spouse						
Name (as recorded on marriage license):  First                      Middle                      Last                      Birth Name (if different)			Date of Birth: (or age at time of marriage)			
If Previously Married, State Name Used at that Time:  First                      Middle                      Last		Residence (at time of marriage):  County                      State				
Bride/Groom/Spouse						
Name (as recorded on marriage license):  First                      Middle                      Last                      Birth Name (if different)			Date of Birth: (or age at time of marriage)			
If Previously Married, State Name Used at that Time:  First                      Middle                      Last		Residence (at time of marriage):  County                      State				
Marriage Information						
Place Where Marriage License Was Issued:  Town or City                      County	Place Where Marriage Was Performed:  Town or City                      County	Marriage Certificate No. (if known)	Local Registration No. (if known)			
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:						
If you are not the bride, groom or spouse on the record, you must submit documentation of a judicial or other proper purpose.						
Signature of Applicant:  ▶		Date Signed: Month    Day    Year <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>				Regular Handling <input type="checkbox"/> 10.00  x _____ Copies = \$ _____
Address of Applicant:  _____ (Applicant's Name)  _____ (Street)  _____ (City)    (State)    (Zip)		Please print or type the name and address where record should be sent: (If delivery is to a P.O. Box or third party, you must submit with this application a notarized statement signed by the applicant and a copy of the applicant's driver license.)  _____ (Name)  _____ (Street)  _____ (City)    (State)    (Zip)				
Telephone No.: (       ) _____						