



**THE CITY OF NEW YORK
OFFICE OF THE CITY CLERK
MARRIAGE LICENSE BUREAU**

MAIL REQUEST FOR MARRIAGE RECORDS ONLY

(From 1930 to present)*

NOTE: Marriage records less than fifty (50) years old will be released only:

- (a) to parties to the marriage;
- (b) to persons presenting written authorization from one of the parties to the marriage; or
- (c) to attorneys in cases where such records are required as evidence (When making a request, attorneys, on their official stationery, must indicate the party or parties that they represent the nature of any pending action, and make an affirmative statement that such records are required as evidence in such proceedings.)

(PRINT CLEARLY IN BLACK INK)

Date of Marriage ceremony:	Month:	Day:	Year:	Borough where the License was issued:
If uncertain, specify other years you want searched:				License number:
Groom (male) Full legal name:				Birth date:
Bride (female) Full Maiden name:				Birth date:
If woman was previously married, give last name of former husband(s):				
Reason search & copy are needed:			Number of copies requested:	
Name of person requesting search:			Your relationship to bride or groom:	
Your address:	Street	City	State	Zip Code

I solemnly swear, under penalty of perjury, that the foregoing information is true and correct and (CHECK ONE BOX ONLY)

- I am party to the marriage. (BRIDE OR GROOM ONLY)
- The written authorization from a party to the marriage is genuine request from such party and such party has authorized me to request and receive such records. (THIRD PARTY WITH WRITTEN AUTHORIZATION ONLY)
- I am an attorney in good standing or a representative thereof and such records are required as evidence in a legal proceeding. (ATTORNEYS OR THEIR REPRESENTATIVES ONLY)
- I am the spouse or prospective spouse of the above-named () groom () bride. (SPOUSE OR PROSPECTIVE SPOUSE ONLY)
- I am the _____(relation) of the above-named () groom () bride and the marriage record will be used for a proper purpose. (RELATIVE OR BRIDE OR GROOM ONLY)
- I am a law enforcement officer or _____ and the marriage record will be used for a proper purpose. (LAW ENFORCEMENT PERSONNEL ONLY)

X _____
Signature (**DO NOT PRINT**)

Date: _____

*Records from 1866 to 1929 can be obtained from the Municipal Archives, 31 Chambers Street, Rm. 103, New York, NY 10007

- Short form
- Extended form
- Other

INSTRUCTIONS

Complete this form. Be sure to check off the appropriate sworn statement and sign in the signature block. No request will be processed without a signed sworn statement. Enclose a photo-copy of your identification. Acceptable forms of identification are: driver's license issued by any state of the USA or its territories (including learner's permit from New York only); Non-driver's identification card issued by any state of the USA or its territories; U.S. Military ID; passport; permanent resident card (resident alien card) and Certificate of Naturalization issued less than ten years ago. You should copy the pages in the passport with your picture and personal information. Enclose the appropriate fee and mail to:

City Clerk of New York
141 Worth Street
New York, New York 10013
ATTN: Record Room

Fee Schedule: All fees are payable in advance by certified check, postal or money order payable in U.S. currency to "The City Clerk of New York." Each certified copy of a marriage certificate costs \$10.00. The first one-year search costs \$5.00. A search for a second year costs an additional \$1.00 and searches for any additional year after the second year cost an additional 50 cents each. For example a four year search and one certified copy would cost \$17.00. Please note that the average request costs \$15.00.

PLEASE NOTE THERE ARE DIFFERENT TYPES OF MARRIAGE CERTIFICATES. For instance, if you require a marriage certificate for use in a foreign jurisdiction (including obtaining a passport from a US-based foreign consulate) you need an extended form which costs \$35 for the initial copy and \$30 for any additional copies. For most domestic purposes, you will need a short form which costs \$15 for the initial copy and \$10 for any additional copies. If you are unsure of the form of marriage certificate you need, please call 311 or (212) NEW YORK if outside of New York. If you do not specify the form you desire you will be sent a short form.

*******DO NOT WRITE BELOW ---THIS SPACE FOR OFFICE USE ONLY*******

License Number:		Microfilm cart number:	
Searched by:		Type of Cert:	
Receipt no:	Amount: \$	Typist:	
Date completed:			Cert no.(s):
Prior marriage of <input type="checkbox"/> male <input type="checkbox"/> female? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Identification presented:			
Name of person requesting search:	Driver's license (USA & its territories only) (including learner's permit from New York)	State	Exp. Date
	Non-driver's identification card (USA & its territories only)	State	Exp. Date
	U.S. military ID	Number	
	Passport	Country	Exp. date
	Permanent resident card (Resident alien card)	Number	
	Certificate of naturalization	Number	
	Other		