

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES

Required ID must be included with application. Make check or money order payable to Lincklaen Town Clerk

FEE - \$22 for standard search (up to 3 years). It includes search and uncertified copy or notification of no record.

- For longer searches, see information page for fee schedule.

Return to: Lincklaen Town Clerk/Registrar, 568 Union Valley Rd, Pitcher, NY 13136

To ensure a complete search, please provide as much information as possible.
Please complete the application for each type of record requested: birth, death or marriage

Birth	Name at Birth	Birth	Name at Birth
	Date of Birth		Date of Birth
	Place of birth		Place of birth
	Father's Name		Father's Name
	Mother's Maiden Name		Mother's Maiden Name
Marriage	Name of Bride	Marriage	Name of Bride
	Name of groom		Name of Groom
	Date of Marriage		Date of Marriage
	Place of Marriage and/or license		Place of Marriage and/or license
Death	Name at Death	Death	Name at Death
	Date of Death		Date of Death
	Place of Death		Place of Death
	Names of Parents		Names of Parents
	Name of Spouse		Name of Spouse
	Age at Death		Age at Death

For what purpose is information required: _____

What is your relationship to the person whose record is requested? _____

In what capacity are you acting? _____

Signature of Applicant:

Date signed:		
Month	Day	Year

If requesting birth and marriage records, please sign the following statement:
To the best of my knowledge, the person(s) named in the application are deceased.

SIGNATURE OF APPLICANT

Address of Applicant:

(Applicant's Name)

(Street)

(City) (State) (Zip)

Telephone No.: _____

Identification of applicant is required.

Please provide either A or B below:

- A. One of the following (If mailing, a copy must be provided)
 - Driver's License ID# _____
 - Non-Driver's photo ID # _____
 - Passport ID # _____
 - Government issued photo ID # _____
- B. Two of the following (If mailing, a copy must be provided)
 - Utility or telephone bill _____
 - Letters from a government agency within the last 6 months _____

INFORMATION PAGE – MAIL OR HAND DELIVER APPLICATION FOR GENEALOGICAL SERVICES

General Instructions

- Use this application *only* for *genealogy requests*.
- *Print a copy of this application, complete and sign.*
- Mail or hand deliver the application along with check, money order or exact cash (if hand delivering) and a copy of the required documentation (see below).

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

- **For Standard Search:** This includes a three (3) year search. The fee is \$22.00 per copy. The fee is for each name or type of record requested.
- **For Long Searches:** when more than a three (3) year search is requested, the fee for each record in need of a longer search is higher according to the following schedule.

1 - 3 years	\$22.00	31 - 40 years	\$102.00
4 - 10 years	\$42.00	41 - 50 years	\$122.00
11 - 20 years	\$62.00	51 - 60years	\$142.00
21 - 30 years	\$82.00	61 - 70 years	\$162.00

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (24-year search), plus one marriage record (11-year search) is a total of \$168.00 (\$22 + \$82 + \$62 = \$166)

- Send a check or money order payable to the Lincklaen Town Clerk. **Do not send cash.** If paying in person, bring the exact amount. *This office does not carry 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.**

Processing Time:

This will vary depending on length of search and time available for research during regular business hours.

Available Records

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50-year, marriage records for 50 years (both parties to the marriage must be deceased).
- The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendent shall further provide documentation that the descendant authorized the party to make such application.

Completing the Form

- Make sure the *entire form* is filled out
- Form **must** be signed and dated
- Attach the required documents
- Include a check or money order.

Mail:

Lincklaen Town Clerk/Registrar
568 Union Valley Road
Pitcher, NY 13136

Deliver in Person:

Mondays: 2:00 pm – 6:00 pm
Tuesdays and Thursdays: 8:00 am – Noon