

TOWN OF LINCKLAEN

Vital Records Section

Application for Copy of Marriage Certificate

Required ID must be included with application. Make check or money order payable to Lincklaen Town Clerk			
For regular handling: Enclose \$10 per certified copy or No Record Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136		For priority handling: Enclose \$25 per copy or No Record of Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136	
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth name (if different)</i>
If Previously Married, State Name Used at the that Time:		Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County State</i>
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth name (if different)</i>
If Previously Married, State Name Used at the that Time:		Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County State</i>
Marriage Information			
Place Where Marriage License Was Issued:	Place Where Marriage was Performed:	Marriage Certificate No.:	Local Registration No.:
<i>Town or City County</i>	<i>Town or City County</i>	<i>(if known)</i>	<i>(if known)</i>
Purpose for which record is required:			Date of Marriage or Period Covered by Search: Married on or search from: _____ <i>(mm/dd/yyyy)</i>
In what capacity are you acting?	What is your relationship to the person whose record is required? (if self, state "SELF")		Search to: _____ <i>(if searching period) (mm/dd/yyyy)</i>
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	
		Regular Handling <input type="checkbox"/> \$10.00 x _____ <i>(check only one)</i> OR Priority Handling <input type="checkbox"/> \$25.00 x _____ Copies = \$ _____	
Address of Applicant: _____ <i>(Applicant's Name)</i> _____ <i>(Street)</i> _____ <i>(City) (State) (Zip)</i> Telephone No.: _____		Please print the name and address where record should be sent: <i>(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.)</i>	
		Self Pick-Up <input type="checkbox"/>	
		OR	
		_____ <i>(Name)</i>	
		_____ <i>(Street)</i>	
		_____ <i>(City) (State) (Zip)</i>	

INFORMATION PAGE – MAIL OR HAND DELIVER APPLICATION FOR COPY OF MARRIAGE CERTIFICATE
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General Instructions

- Use this application *only 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 was filed in the Town of Lincklaen.
- **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, or pick one up in the clerk's office.
- 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)

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 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 is 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
 - Non-driver license
 - Passport
 - Other government issued photo-ID
- B. Two (2) of the following showing the applicant's name and address:
 - Utility bill or telephone bill
 - 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

- **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:** The fee is \$10.00 + \$15.00 per copy. – Total for one (1) copy is \$25.00. Total for two (2) copies is \$50.00, etc.
- Send check or money order payable to the Lincklaen Town Clerk. **Do not send cash through the mail.** If paying in person, you may pay in cash. Must be the exact amount. *This office does not carry cash.*

Completing the Form

- Make sure the *entire form* is filled out
- Form **must** be signed and dated
- Attach the required documents

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