

Information Page

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 the Town of DeRuyter.
- **Do not** use this application for genealogy requests.
- If this application is not signed in the presence of the Town of DeRuyter Registrar or Deputy Registrar, you **must** have your signature(s) notarized.
- Complete and return application with proper fee and required documentation (see below) to:

**Town of DeRuyter Registrar
PO Box 394
DeRuyter, NY 13052**

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:

- Valid 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: Payment must be made at time of application. If no record is on file, a No Record Certificate is issued and the fee is not refunded. Make check or money order payable to DeRuyter Town Clerk. No action will be taken until check clears. Do not send cash. Payment from foreign countries must be made by a check drawn on a United States bank or by international money order.

Application for Copy of Marriage Certificate

Required ID must be included with application. Make check or money order payable to DeRuyter Town Clerk.				
Enclose \$10.00 per copy or No Record Certification and send to: Town of DeRuyter Registrar PO Box 394 DeRuyter, NY 13052				
Bride/Groom/Spouse				
Name (as recorded on marriage license):			Date of Birth: (or age at time of marriage)	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>	
If Previously Married, State Name Used at that Time:		Residence (at time of marriage):		
<i>First</i>	<i>Middle</i>	<i>Last</i>		
Bride/Groom/Spouse				
Name (as recorded on marriage license):			Date of Birth: (or age at time of marriage)	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>	
If Previously Married, State Name Used at that Time:		Residence (at time of marriage):		
<i>First</i>	<i>Middle</i>	<i>Last</i>		
Marriage Information				
Marriage Certificate Number (if known)	Local Registration Number (if known)	Date of Marriage or Period To Be Covered By Search:		
Purpose for which record is required:		Married on or search from: _____ (mm/dd/yyyy)		
In what capacity are you acting?		Search to: _____ (if searching period) (mm/dd/yyyy)		
What is your relationship to person whose record is required?		What is your relationship to person whose record is required?		
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:		Number of Copies Requested:		
		_____ x \$10.00 = \$ _____		
Name & Address of Applicant		Please print or type the name and address where record should be sent: (If delivery is to a PO 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.: () _____				