

Town of DeRuyter  
 Registrar of Vital Statistics  
 PO Box 394, DeRuyter, NY 13052  
 Phone: 315-367-1350 Fax:315-367-1359

## General Information and Application For Genealogical Services

Vital Records Cannot Be Provided for Commercial Purposes

To insure a complete search, provide as much information as possible. Please complete for type of record requested, birth, death OR marriage.

|                 |                         |              |                 |                      |              |
|-----------------|-------------------------|--------------|-----------------|----------------------|--------------|
| <b>Birth</b>    | Name at Birth           |              | <b>Birth</b>    | 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 |              |
| <b>Marriage</b> | Name of Bride           |              | <b>Marriage</b> | Name of Bride        |              |
|                 | Name of Groom           |              |                 | Name of Groom        |              |
|                 | Date of Marriage        |              |                 | Date of Marriage     |              |
|                 | Place of License Issued |              |                 | Place License Issued |              |
| <b>Death</b>    | Name at Death           |              | <b>Death</b>    | Name at Death        |              |
|                 | Date of Death           | Age at Death |                 | Date of Death        | Age at Death |
|                 | Parents Names           |              |                 | Parents Names        |              |
|                 | Name of Spouse          |              |                 | Name of Spouse       |              |

For what purpose is information required? \_\_\_\_\_

What is your relationship to person whose record is requested? \_\_\_\_\_

In what capacity are you acting? \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Address \_\_\_\_\_

|                                |             |           |  |
|--------------------------------|-------------|-----------|--|
| Send Record to: (please print) |             |           |  |
| Name _____                     |             |           |  |
| Address _____                  |             |           |  |
| City _____                     | State _____ | Zip _____ |  |

|   |
|---|
| <p>If requesting birth and marriage records, please sign the following statement:<br/>         To the best of my knowledge, the person(s) named in the application are deceased.</p> <p>_____</p> <p>Signature of Applicant</p> |
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## Health Commissioner's Administrative Rules and Regulations Summary

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1. Genealogical Research

Uncertified copies or abstracts from records of birth, death, and marriage may be provided for genealogical research purposes subject to the restrictions specified in this summary. All requests must be submitted in writing and include payment of the applicable statutory fee. The applicant shall be required to pay the specified fee for the time spent for the search and uncertified copy of notification of no record.

2. Who is authorized to do the searching?

Record searches shall be conducted only by the following persons in the files maintained by their respective agencies:

- a. authorized employees of the State Department of Health
- b. a local registrar or deputy registrar
- c. a town clerk or deputy town clerk

3. What records are available?

- a. No information shall be released from a record of birth which has been placed in a confidential file pursuant to Public Health Law Section 4138.
- b. No information shall be released from a record of birth unless the record has been on file for at least 75 years and the person to whom the record relates is known to the applicant to be deceased.
- c. No information shall be released from a record of death unless the record has been on file for at least 50 years.
- d. No information shall be released from a record of marriage unless the record has been on file for at least 50 years and the parties to the marriage are known to the applicant to be deceased.
- e. The time periods specified in (3b), (3c), and (3d) are waived if the applicant is a descendant or has been designated to act on behalf of a descendant of the person whose record is being requested. A descendant is a person in the direct line of descent. The applicant shall provide documentation of descendancy prior to the release of information in those instances where a waiver of the waiting period is requested. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.
- f. All uncertified copies, abstracts, or information issued for genealogical research purposes shall be clearly marked with the statement "For Genealogical Purposes Only".

4. Genealogy Fee Schedule

Fee schedule per one spelling of name. Fee varies depending on requested number of years to be searched. Fee includes search and uncertified copy OR notification of no record (if no record is on file, a **No Record Report** will be issued and the fee is **not** refunded). Unused fees will be refunded. Example: 11-20 year search fee is submitted but record is found in 5 years, \$20 will be refunded.

|             |          |
|-------------|----------|
| 1-3 years   | \$22.00  |
| 4-10 years  | \$42.00  |
| 11-20 years | \$62.00  |
| 21-30 years | \$82.00  |
| 31-40 years | \$102.00 |
| 41-50 years | \$122.00 |
| 51-60 years | \$142.00 |
| 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 \$166.00 (\$22 + \$82 + \$62 = \$166)

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