

MARRIAGE CERTIFICATE/TRANSCRIPT

The Riverhead Town Clerk's Office maintains marriage records for individuals who obtained their marriage license in the Town of Riverhead from 1881 through present.

The only individuals eligible to obtain a marriage certificate include:

- ❖ The Bride, Groom, Spouse.
- ❖ An individual with notarized authorization (and proper identification) from the Bride, Groom or Spouse. If the applicant has notarized authorization to obtain the record on behalf of the Bride, Groom, or Spouse, the original notarized statement must accompany the request or the statement may be faxed directly to the Town Clerk's Office at (631) 208-4034.
- ❖ Other individuals who have:
 - Documented judicial or other proper purpose
 - New York State Court Order

Identification Requirements: Applications must be submitted with a copy of one of the following forms of valid photo ID:

- Driver's license
- DMV issued non-driver photo ID card
- Passport
- US Military ID

If the applicant's name on the ID differs from the information on the marriage certificate, a copy of the applicant's marriage certificate, legal name change paperwork, citizenship papers or naturalization papers must accompany the request.

Fee: \$10.00 per certified copy requested. Payment should be made by money order payable to "Riverhead Town Clerk" and mailed to:

**Diane Wilhelm
Riverhead Town Clerk
200 Howell Ave.
Riverhead, NY 11901**

Application to Town/City Clerk for Copy of Marriage Record

TYPE OF RECORD DESIRED (Check One)

Search and Certification

Fee \$10.00 per copy

A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of birth of the bride and groom.

A Certification may be used as proof that a marriage occurred.

Search and Certified Copy

Fee \$10.00 per copy

A Certified Transcript includes all of the items of information occurring on the original record of the marriage.

A Certified Transcript may be needed where proof of parentage and certain other detailed information may be required such as: passports, veteran's benefits, court proceedings, or settlement of an estate.

PLEASE COMPLETE FORM AND REMIT FEE

PLEASE PRINT OR TYPE

Name (First) (Middle) (Last) of Groom	Name (First) (Middle) (Last) of Bride
Groom's Age or Date of Birth	Bride's Age or Date of Birth
Residence (County) (State) of Groom	Residence (County) (State) of Bride
Date of Marriage or Period Covered by Search	If Bride Previously Married, State Name Used at That Time
Place Where License Was Issued	Place Where Marriage Was Performed

For what purpose is information required? _____	What is your relationship to person whose record is requested? If self, state "self." _____
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In what capacity are you acting? _____	If attorney: Name and relationship of your client to persons whose marriage record is required. _____
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Signature of Applicant	Date
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Address of Applicant	Please print name and address where record is to be sent.
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