

## **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.
- ❖ 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 requested marriage certificate, a copy of the document that authorized the name change must accompany the request, ie: applicant's legal name change paperwork, citizenship papers, naturalization papers or marriage certificate from a different marriage.

**Mail Requests** will be sent to the address that appears on the photo ID unless an acceptable **Proof of Mailing Address** (current within one year) is included with the application.

### **PROOF OF MAILING ADDRESS:**

Current Utility Bill (electric, phone, water, cable)

Tax Return

Lease or Rental Agreement

Property Tax Receipt/Bill

Other Official Government Mailing

**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)

<p>Search and Certification <input type="checkbox"/> Fee \$10.00 per copy</p> <p>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.</p> <p>A Certification may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy <input type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certified Transcript includes all of the items of information occurring on the original record of the marriage.</p> <p>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.</p>
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## 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

<p>For what purpose is information required?</p> <p>_____</p> <p>_____</p>	<p>What is your relationship to person whose record is requested? If self, state "self."</p> <p>_____</p> <p>_____</p>
<p>In what capacity are you acting?</p> <p>_____</p> <p>_____</p>	<p>If attorney: Name and relationship of your client to persons whose marriage record is required.</p> <p>_____</p> <p>_____</p>

Signature of Applicant	Date
Address of Applicant	Please print name and address where record is to be sent.
Phone Number:	