

DEATH CERTIFICATES

The Riverhead Town Clerk's Office maintains death records for individuals who passed away in the Town of Riverhead from 1881 through present.

The only individuals eligible to obtain a death certificate include:

- ❖ The surviving spouse of the decedent.
- ❖ A parent of the decedent.
- ❖ A child or sibling of the decedent. In addition to the photo ID requirement below, a child or sibling of the decedent must also include a copy of his/her birth certificate that lists the parent(s).
- ❖ Other individuals who have a documented lawful right or claim. An example of a lawful right or claim would be if an applicant needed the death certificate to claim a benefit. Documentation would consist of a letter from the agency addressed to the applicant stating the requirement of a certified death certificate to process the claim. The certificate will be sent directly to the agency or company that requires the document. Please provide the address and name of a contact person.

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

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**

BIRTH CERTIFICATES

The Riverhead Town Clerk's Office maintains birth records for individuals born in the Town of Riverhead from 1881 through present.

- ❖ The only individuals eligible to obtain a birth certificate include:
- ❖ The person named on the certificate (must be 18 years of age or older)
- ❖ A parent of the person named on the birth certificate is always entitled to a child's birth certificate (requesting parent's name must be on birth certificate).
- ❖ A person who has court-ordered legal custody/guardianship, a copy of the court order must accompany the request.

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 birth certificate, a copy of the applicant's marriage certificate, legal name change paperwork, citizenship papers or naturalization papers must accompany the request.

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

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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:

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Tax Return

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