

**Information Page - Application for Copy of Marriage Certificate**

**General Instructions**

- Use this application if you are the bride or groom named on the marriage certificate.
- If you are **not** the bride or groom 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).
- **Do not** use this application for *genealogy requests*.
- Print a copy of this application, complete and sign. Signature(s) must be notarized.
- Mail the completed application, copy of your identification, any required documentation, along with payment to: Lockport Town Clerk; 6560 Dysinger Rd.; Lockport NY 14094.

**What is a judicial or other proper purpose?**

- If the applicant is not the bride or groom, 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:

- Driver's License
- Non-Driver Photo ID Card
- Passport
- Other government issued photo-ID

B. Two (2) of the following showing the applicant's name and address:

- Current utility or telephone bills – *must be dated within 30 days*.
- Letter from a government agency dated within the past 6 months.

**Fees**

- Cost is \$10.00 for each certified copy.
- Payments accepted: money order or cashier's check payable to "Lockport Town Clerk".
- Personal checks **drawn on banks within our locale only**.
- If no record is on file, a "**No Record Certification**" will be issued and the fee returned.

**MARRIAGE INFORMATION**

Provide information that was given at time of license application

Date of Marriage \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Place where Marriage was performed \_\_\_\_\_

<p><b>Groom's Information</b></p> <p>Name _____ First Middle Last</p> <p>Residence _____ Number and street _____ City State Zip Code</p> <p>Date of Birth _____ / _____ / _____ Month Day Year</p>	<p><b>Bride's Information</b></p> <p>Name _____ First Middle Maiden</p> <p><i>If bride previously married, state name used at that time:</i></p> <p>_____ First Middle Last</p> <p>Residence _____ Number and street _____ City State Zip Code</p> <p>Date of Birth _____ / _____ / _____ Month Day Year</p>
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**APPLICANT INFORMATION**

Your name \_\_\_\_\_

Your relationship to bride/groom \_\_\_\_\_

Your phone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Purpose for requesting record \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**MAILING INFORMATION**

Number of Copies requested: \_\_\_\_\_ Payment enclosed: \$ \_\_\_\_\_

*A fee of \$10.00 applies for each copy. Enclose money order or check (drawn on bank in our locale only)*

Name/address where record is to be sent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_