

TOWN OF COVERT
Office of the Town Clerk
PO BOX 265
INTERLAKEN, NEW YORK 14847
PHONE 607-532-8358
covertclerk@rochester.rr.com

Instructions for Application to Town Clerk for Copy of Marriage Record:

Cost: \$10.00 check or money order made payable to "**Covert Town Clerk**"

Who is eligible to obtain a marriage certificate transcript?

- The spouses (uncertified copies/stamped 'for genealogical purposes' are available after 50 yrs. to descendants **when both parties are deceased**)
- Other persons who have a:
 - documented judicial or other proper purpose
 - New York State Court Order

Identification Requirements:

Application for Copy of Marriage Record *must* be submitted with copies of either A or B:

- A. One (1) of the following forms of valid photo-ID:
- Driver license
 - State issued non-driver photo-ID card
 - Passport
 - U.S. Military issued photo-ID
- B. Two (2) of the following showing the applicant's name and address:
- Utility or telephone bills
 - Letter from a government agency dated within the last six (6) months

Important Notes:

- Failure to include necessary identification will result in rejection of your application.

Or Certified copies of birth, death, marriage and divorce certificates may be ordered directly from the New York State Department of Health Vital Records Section. Two levels of service are offered.

- **Priority handling:** is available for *an additional fee (see fees below)*. Requests submitted for priority handling require up to two (2) to four (4) weeks to process from the day they are received. Submitting the application to the Vital Records Processing Center by overnight delivery is recommended. Completed requests will be returned by first class mail unless a **prepaid** return mailer for overnight delivery is provided with the request.

Send requests for priority handling **only** to the following address:

*New York State Department of Health
Vital Records Certification Unit
800 North Pearl Street
Menands, NY 12204*

- **Regular handling:** Requests submitted for regular handling will be processed within ten (10) to twelve (12) weeks from the day they are received. Requests for regular handling should be sent to the following address:

*New York State Department of Health
Vital Records Certification Unit
P.O. Box 2602
Albany, NY 12220-2602*

- The fee is \$30.00 per marriage certificate copy acquired from the NYS Department of Health.
- For Priority Handling: There is an additional fee of \$15.00 per marriage certificate copy. (Total per copy is \$45.00)
- Internet and telephone orders require a major credit card. These orders receive priority handling and the fee is \$30.00 + \$15.00 priority handling fee for a total of \$45.00 per marriage certificate copy. There is an additional \$8.00 vendor processing fee which is charged per transaction (not per copy).
- Payment of mail order copies may be made by check or money order payable to the *New York State Department of Health* - **Do not send cash**.
- Internet or telephone requests receive priority handling and are processed within five (5) to ten (10) business days of receipt. The cost is \$45.00 per copy ordered plus \$8.00 (per transaction) vendor processing fee. If you chose to have the copy returned to you by UPS overnight delivery, there is an additional UPS fee of \$15.50.
- Orders with priority handling (\$45.00 per copy ordered) are currently processed within two (2) to four (4) weeks from when they are received. Submitting the application to the Vital Records Processing Center by overnight delivery is recommended. Completed requests will be returned by first class mail unless a **prepaid** return mailer for overnight delivery is provided with the request. <https://www.health.ny.gov/forms/doh-4382.pdf>
- Orders with regular handling (\$30.00 per copy ordered) are currently processed within ten (10) to twelve (12) weeks from when they are received.

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript

Fee \$10.00 per copy

A Certified Transcript is an abstract from the marriage record issued under the seal of the town/city clerk. It includes the names of the contracting parties, their residence at the time the license was issued, date and place of marriage as well as date and place of birth of the bride and groom.

A Certified Transcript may be used as proof that a marriage occurred.

Apply to:

Town of Covert Town Clerk
PO Box 265
Interlaken, NY 14847

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last County State

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last County State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage Was Performed:

Marriage Certificate No.:
(if known)

Local Registration No.:
(if known)

Town or City County Town or City County

Purpose for which record is required:

Date of Marriage or Period Covered by Search:

Married on or Search from: (mm / dd / yyyy)

In what capacity are you acting?:

What is your relationship to person whose record is required?
(If self, state "SELF".)

Search to: (if searching period) (mm / dd / yyyy)

If attorney, give name and relationship of your client to person whose record is required:

Signature of Applicant

Date:

Applicant's Phone Number:

Name of Applicant:

Please print name and address where record is to be sent:

Address of Applicant:

City State ZIP

City State ZIP