

Check form desired:

- Short form
- Extended form
- Other



**THE CITY OF NEW YORK  
OFFICE OF THE CITY CLERK  
MARRIAGE LICENSE BUREAU**

**MAIL REQUEST FOR MARRIAGE RECORDS**

(From 1950 to present)\*

**NOTE:** Marriage records less than fifty (50) years old will be released only:

- (a) to parties to the marriage;
- (b) to persons presenting written authorization from one of the parties to the marriage; or
- (c) to attorneys in cases where such records are required as evidence (*When making a written request, attorneys must utilize their official stationery and must indicate the party or parties that they represent, the nature of any pending action, and make an affirmative statement that such records are required as evidence in such proceedings.*)

(PRINT CLEARLY IN BLACK INK)

Date of marriage ceremony:	Month:	Day:	Year:	Borough where the license was issued:
If uncertain, specify other years you want searched:				License No.
Bride/Groom/Spouse A Full legal name before marriage:			Birth date:	
Bride/Groom/Spouse B Full legal name before marriage:			Birth date:	
Reason search & copy are needed:			Number of copies requested:	
Name of person requesting search:		Your relationship to either spouse:		Your telephone no:
Your address:	Street	Apt No.	City	State Zip Code

I solemnly swear, under penalty of perjury, that the foregoing information is true and correct and (**CHECK ONE BOX ONLY**)

- I am a party to the marriage. (EITHER SPOUSE)**
- The written authorization from a party to the marriage is a genuine request from such party and such party has authorized me to request and receive such records. (THIRD PARTY WITH WRITTEN AUTHORIZATION ONLY)**
- I am an attorney in good standing or a representative thereof and such records are required as evidence in a legal proceeding. (ATTORNEYS OR THEIR REPRESENTATIVES ONLY)**
- I am the \_\_\_\_\_ (relation) of the above-named person and the marriage record will be used for a proper legal purpose. (RELEASE OF RECORD UNDER THIS SECTION MUST BE APPROVED BY LEGAL DEPT.)**
- I am a law enforcement officer or \_\_\_\_\_ and the marriage record will be used for a proper purpose. (LAW ENFORCEMENT PERSONNEL ONLY)**

X \_\_\_\_\_  
**Signature (DO NOT PRINT)**

**Date:** \_\_\_\_\_

\*Records from 1866 to 1949 can be obtained from the Municipal Archives, 31 Chambers Street, Rm. 103, New York, NY 10007.  
Call 311 or (212) NEW YORK if outside New York.

## INSTRUCTIONS

***Complete this form.*** Be sure to check off the appropriate sworn statement and sign in the signature block. No request will be processed without a signed sworn statement. Enclose a photocopy of your identification. Acceptable forms of identification are: IDNYC, a driver's license issued by any state of the USA or its territories (including learner's permit); Non-driver's identification card issued by any state of the USA or its territories; active U. S. military ID; passport; permanent resident card (green card); employment authorization card issued by the Bureau of Immigration and Customs of the Department of Homeland Security and Certificate of Naturalization issued less than ten years ago. You should copy the pages in the passport with your picture and personal information. Enclose the appropriate fee and mail to:

City Clerk of New York  
141 Worth Street  
New York, NY 10013  
Attn: Record Room

***Fee Schedule:*** All fees are payable in advance by United States postal money order or money order/certified check drawn on a United States bank or other financial institution and payable in U.S. currency to "The City Clerk of New York." Each certified copy of a marriage certificate costs \$15.00 and each additional certified copy is \$10.00. A search for a second year costs an additional \$1.00 and searches for any additional year after the second year cost an additional 50 cents each. For example a four year search and one certified copy would cost \$17.00.

**PLEASE NOTE THERE ARE DIFFERENT TYPES OF MARRIAGE CERTIFICATES.** For instance, if you require a marriage certificate for use in a foreign jurisdiction (including obtaining a passport from a US-based foreign consulate) you need an extended form which costs \$35 for the initial copy and \$30 for any additional copies. For most domestic purposes, you will need a short form which costs \$15 for the initial copy and \$10 for any additional copies. **If you are unsure of the form of marriage certificate you need, please call 311 or (212) NEW YORK if outside of New York. If you do not specify the form you desire you will be sent a short form.**