

Information Page - Application for Copy of Marriage Record

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: City of Lockport Clerk; One Locks Plaza; 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.
- Other valid photo identification

Fees

- Cost is \$10.00 for each certified copy.
- Payments accepted: money order or cashier's check payable to "City of Lockport Clerk".
- Personal checks **only drawn on banks within our locale or wait three (3) weeks to allow time for the check to clear the bank.**

MARRIAGE INFORMATION

Provide information that was given at time of license application

Date of Marriage _____ / _____ / _____
Month Day Year

Place where Marriage was performed _____

Groom's Information Name _____ First Middle Last Date of Birth _____ / _____ / _____ Month Day Year	Bride's Information Name _____ First Middle Maiden <i>If bride previously married, state name used at that time:</i> _____ First Middle Last Date of Birth _____ / _____ / _____ Month Day Year
--	---

APPLICANT INFORMATION

Your name _____
Your relationship to bride/groom _____
Your phone number (____) ____ - ____
Purpose for requesting record _____
Date _____ / _____ / _____
Signature of Applicant _____

STATE OF _____ COUNTY OF _____ _____ (notary signature)	Subscribed and sworn to (or affirmed) before me this _____ day of _____, by _____ whose identity I proved on the basis of _____. (stamp/seal here)
--	--

MAILING INFORMATION

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

A fee of \$10.00 applies for *each* copy. Enclose a money order.

Name/address where record is to be sent: _____

