



TOWN OF HENRIETTA

Town Clerk's Office

475 Calkins Road, P.O. Box 999, Henrietta, N.Y. 14467

(585) 359-7035 • www.henrietta.org

Request for Certified Transcript of Marriage Record

The Town of Henrietta Clerk's Office is pleased to be able to assist you with your request for a certified transcript of your Marriage Record. A Certified Marriage Transcript is an abstract from the marriage record issued with a Town seal. 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 both parties. A Certified Marriage Transcript may be used as proof that a marriage occurred.

Please follow the guidelines below for the fastest service. Once we receive your request, please allow 5-10 business days for processing. If you have any questions, please feel free to contact our office at townclerk@henrietta.org or (585) 359-7035.

Each Certified Marriage Transcript is \$10.00 per copy. How many copies would you like? _____

The postage cost for sending the Certified Marriage Transcript is \$10.00.

Do you want us to mail your copy to you? Yes, please mail the transcript(s).

No, I will pick up the transcript(s).

Marriage Records are not public information, therefore they are only released to a party listed on the record or an individual authorized by one of the listed parties. In order to protect your information we ask that you complete the following information:

- 1) After completing page two with the information regarding the Marriage Record you are requesting, you need to have the document notarized. **DO NOT** sign the application until you are in front of a Notary Public.
- 2) Submit a copy of the front and back of your driver's license as proof of identification.

If you choose to have your Certified Marriage Transcript released to a third party instead of mailed to you directly, please ensure we have the following information:

- 1) On page two rather than listing a mailing address, complete the "Consent to Release to a Third Party."
- 2) Inform your authorized third party that they will need to present their Driver's License as proof of identification when they pick up your Certified Marriage Transcript.

Marriage Record Requested

1) Party A Name on Record: _____
FIRST MIDDLE, if any LAST BEFORE ANY MARRIAGE LAST AFTER THIS MARRIAGE

2) Party B Name on Record: _____
FIRST MIDDLE, if any LAST BEFORE ANY MARRIAGE LAST AFTER THIS MARRIAGE

3) Date of Marriage (Month, Day, Year): _____

4) Contact Phone Number: _____

5) Contact Email: _____

6) Release Authorization:

a. I, _____, do hereby authorize the mailing of a
Name of Requestor
Certified Transcript of my Marriage Record to:

Street Address and P.O. Box: _____

City, State and Zip Code: _____

b. I, _____, do hereby authorize the release of a
Name of Requestor

Certified Transcript of my Marriage Record to: _____
Authorized Third Party

Requestor's Signature

State of _____

County of _____

I, _____, a Notary Public, do hereby certify that on this the
_____ day of _____, 20____, _____ personally
Name of the Document Owner

appeared before me and acknowledged the due execution of the foregoing instrument.

(Seal)

Official Signature of Notary Public

PRIOR TO MAILING, INCLUDE THE FOLLOWING:

- Signed and Notarized Request Form
- Clear Photocopy of Government-Issued Photo ID (i.e. Driver's License)
- Check or Money Order made out to "Town of Henrietta" (See Page 1 for Details)