

Application to City Clerk for Copy of Marriage Record by Mail

TYPE OF RECORD DESIRED (Enter Quantity in Box)

<p>Search and Certification Fee \$10.00 per copy</p> <p>A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of birth of the bride and groom.</p> <p>A Certification may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy Fee \$10.00 per copy</p> <p>A Certified Transcript includes all of the items of information occurring on the original record of the marriage.</p> <p>A Certified Transcript may be needed where proof of parentage and certain other detailed information may be required such as: passports, veteran's benefits, court proceedings, or settlement of an estate.</p>
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PLEASE COMPLETE FORM AND REMIT FEE

PLEASE PRINT OR TYPE

Name (First) (Middle) (Last) of Groom	Name (First) (Middle) (Last) of Bride
Groom's Age Or Date of Birth	Bride's Age Or Date of Birth
Residence (County) (State) of Groom	Residence (County) (State) of Bride
Date of Marriage or Period Covered by Search	If Bride Previously Married, State Name Used at That Time
Place Where License Was Issued	Place Where Marriage Was Performed

<p>For what purpose is information required?</p> <p>_____</p> <p>_____</p>	<p>What is your relationship to person whose record is requested? If self, state "self."</p> <p>_____</p> <p>_____</p>
<p>In what capacity are you acting?</p> <p>_____</p> <p>_____</p>	<p>If attorney: Name and relationship of your client to persons whose marriage record is required.</p> <p>_____</p> <p>_____</p>

<p>Signature of Applicant – Signature must be notarized</p> <p>_____ Signature Date</p> <p>Telephone Number _____</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">AFFIX NOTARY STAMP HERE ▾</p>
<p>Address of Applicant</p> <p>_____</p>	<p>Please print name and address where record is to be sent.</p> <p>_____</p>

BE SURE YOUR APPLICATION INCLUDES THE FOLLOWING:

- A completed application form, including a notarized signature.
Incomplete applications will be rejected!
- A clear copy of your valid driver's license or non-driver's ID.
Expired licenses are not accepted.
- A check or money order for \$10.00 per copy requested made payable to
"CITY OF LONG BEACH"
- A self addressed, stamped envelope.

PLEASE NOTE:

- If paying by check, applications will be held seven (7) business days.
- If record is not found, a \$10.00 search fee will apply.

SEND YOUR COMPLETED APPLICATION TO:

**CITY OF LONG BEACH
ATTN: CITY CLERK – MARRIAGE RECORDS
1 WEST CHESTER STREET
LONG BEACH, NY 11561**

QUESTIONS?

By phone: (516) 431-1002

On the web: <http://www.longbeachny.org/cityclerk>