

## **How to obtain a copy of your marriage record:**

Who is eligible to obtain a copy of your marriage record?

- ◆ Copies of marriage certificates are issued only to the parties of the marriage; *unless*
- ◆ Record is more than 50 years old and both parties are known to be deceased (*if genealogical record, must use genealogical information application form*); or
- ◆ Requested by a legal representative (*must provide proof of legal representative*); or
- ◆ The applicant has a documented need (for example: to settle an estate) (*must complete application form; submit copy of will showing person as beneficiary or letter from attorney on letter head stating need; and submit copies of death certificates of both parties of marriage*).

Complete *Application to Town/City Clerk for Copy of Marriage Record*

Have *Signature of Applicant* notarized if applying through the mail

Attach copy of Driver's License to application form

Submit application and a check for \$10.00 per copy made payable to: *New Lebanon Town Clerk* to:

New Lebanon Town Clerk  
P.O. Box 328  
New Lebanon, NY 12125

*\*Make sure you have included the address where you want the certificate sent.*