



Mail-in Application for Genealogical Services
Office of the County Clerk
Suffolk County, NY

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

1. FEE - \$5.00 for each copy or abstract provided.
2. Original records of marriages held in the Office of the County Clerk begin with 1908 and end in 1935.
3. Please read the instruction page for details on fees and record availability.

Marriage	Name of Bride:	Marriage	Name of Bride:
	Name of Groom:		Name of Groom:
	Date of Marriage:		Date of Marriage:
	File #:		File #:

For what purpose is information required?	In what capacity are you acting?
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What is your relationship to person whose record is requested?

Applicant's statement: To the best of my knowledge, the persons named in the application are deceased.

SIGNATURE OF APPLICANT:	Date:
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Name & Address of Applicant	Name & Address where record should be sent:
Name of Applicant:	Name:
Street:	Street: <i>(or PO Box)</i>
City:	City:
State & Zip:	State & Zip:
Applicant's Phone Number:	

Information Page - Mail-in Application for Genealogical Services

General Instructions

- Use this application *only for genealogy requests*.
- Print a copy of this application, complete and sign.
- Mail application with check or money order (payable to the Office of the Suffolk County Clerk) and a copy of any required documentation (see below).
- ***Please note:*** Check must have your name and address imprinted on it.

Archivist

Office of the County Clerk

Historic Documents Library

310 Center Drive

Riverhead, NY 11901-3391

Available Records

New York State Law on Vital Records includes the following regarding Marriage Records:

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the marriage record has been on file for a minimum of 50 years (both parties to the marriage must be deceased).

The time periods are waived for direct-line ancestors. A direct line ancestor is a person in the direct line of descent, i.e., the child, grandchild, great grandchild of the person whose record is requested. **The direct-line ancestor applicant must provide the following:**

- Proof of their relationship to the person whose record they are requesting.
- Proof of the death of the person whose birth certificate they are requesting.
- Proof of the death of the bride and groom whose marriage certificate they are requesting.
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Completing the Form

- Print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to the Office of the County Clerk along with copies of any required documentation.