

Town of Victor - Application for Marriage Record

Information Page

General Instructions

- Use this application if you are the bride, groom, or spouse named on the marriage certificate.
- If you are **not** the bride, groom, or spouse named on the marriage certificate, you must submit with this application documentation establishing a judicial or other proper purpose (see below).
- **Do not** use this application for genealogy requests.
- Mail or bring in the completed application, copy of your identification, any required documentation, along with payment to: Victor Town Clerk, 85 East Main Street, Victor, NY 14564.
- **No faxed or emailed copies of the application will be accepted.**

What is a judicial or other proper purpose?

- If the applicant is not the bride, groom, or spouse, a judicial or other proper purpose must be documented. An example of a lawful right or claim 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.

Identification requirements – Application must be submitted with copies:

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

One (1) of the following forms of valid photo-ID:

- Driver's License
- Non-Driver Photo ID Card
- Passport
- Other government issued photo-ID

Fees

- \$40.00 fee for Marriage License.
- There is a \$10.00 fee for each certified copy.
- Payments accepted: check, money order or bank check payable to "Victor Town Clerk".
- Credit card payments accepted in person only (With applicable fees)
- If no record is on file, a "**No Record Certification**" will be issued and the fee returned.

Note: If the request is from a qualified applicant that indicates a Post Office Box as their return address, a NOTARIZED signed consent is required.

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript

Fee \$10.00 per copy

A Certified Transcript is an abstract from the marriage record issued under the seal of the town/city clerk. 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 the bride and groom.

A Certified Transcript may be used as proof that a marriage occurred.

Search and Certified Copy

Fee \$10.00 per copy

A Certified Copy includes all of the items of information occurring on the original record of the marriage.

A Certified Copy 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.

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage Was Performed:

Marriage Certificate No.:
(if known)

Local Registration No.:
(if known)

Town or City County

Town or City County

Purpose for which record is required:

Date of Marriage or Period Covered by Search:
Married on or Search from:

In what capacity are you acting?:

What is your relationship to person whose record is required?
(If self, state "SELF".)

(mm / dd / yyyy)

Search to:
(if searching period) (mm / dd / yyyy)

If attorney, give name and relationship of your client to person whose record is required:

Signature of Applicant

Date:

Applicant's Phone Number:

Name of Applicant:

Please print name and address where record is to be sent:

Address of Applicant:

City State ZIP

City State ZIP