



Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN CLERK

TEL: 914/381-7870

FAX: 914/381-7813

townclerk@townofmamaroneck.org

To Whom It May Concern:

Copies of vital records for those who were born, died or obtained their marriage license in Town of Mamaroneck are on file with the Town Clerk. Birth records can be issued to the person named if 18 or older, parents of the person named, or their lawful representative. Marriage records can be issued to the bride or groom or their lawful representative. Death certificates may be issued to current spouse, parent or child of the deceased or their lawful representative.

Please note we are not permitted to give phone verification of Vital Records.

In order to initiate a search and or obtain a copy of Vital Record a completed and signed request form must be submitted by mail (no fax requests) to the Town Clerk's Office along with a copy of the following proof of identification:

- Driver license
- State issued non-driver photo-ID card
- Passport
- U.S. Military issued photo-ID

Please include payment in the amount of \$10.00 per copy for a certified copy or copies for all Vital Record requests. We do accept credit cards, please complete the information below. All applications should be mailed to the Town Clerk at 740 W Boston Post Road, Mamaroneck, NY 10543. Enclosed is the form that must be completed and returned to our office.

Please call our office if we can be of further assistance.

Christina Battalia
Town Clerk

CREDIT CARD INFORMATION

NAME ON CREDIT CARD

CREDIT CARD NUMBER

3 DIGIT SECURITY CODE

(Located on the back of card)

SIGNATURE

CREDIT CARD BILLING ZIP CODE

EXPIRATION

Application to Town/City Clerk for Copy of Marriage Record

TYPE OF RECORD DESIRED (Check One)	
<p>Search and Certification <input type="checkbox"/> 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 <input type="checkbox"/> 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>

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
For what purpose is information required? _____	
What is your relationship to person whose record is requested? If self, state "self." _____	
In what capacity are you acting? _____	If attorney: Name and relationship of your client to persons whose marriage record is required. _____
Signature of Applicant	
Date	
Address of Applicant	Please print name and address where record is to be sent.