VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

1. FEE - $22.00 includes search and uncertified copy or notification of no record.
2. Original records of births and marriages for the entire state begin with 1881, deaths begin with 1880, EXCEPT for records filed in Albany, Buffalo and Yonkers prior to 1914. Applications for these cities should be made directly to the local office.
3. The New York State Department of Health does not have New York City records except for births occurring in Queens and Richmond counties for the years 1881 through 1897.
4. Please read the Administrative Rule Summary on the reverse side of this sheet which specifies years available for genealogical research.

To insure a complete search, provide as much information as possible.
Please complete the applicable section for each type of record requested: birth, death or marriage.

Birth

Name at Birth _____

Date of Birth _____ State File Number _____

Place of Birth _____

Father's Name _____

Mother's Maiden Name _____

Marriage

Name of Bride _____

Name of Groom _____

Date of Marriage _____ State File Number _____

Place of Marriage and/or License _____

Death

Name at Death _____

Date of Death _____ Age at Death _____

Place of Death _____

Names of Parents _____

Name of Spouse _____

State File Number _____

Birth

Name at Birth _____

Date of Birth _____ State File Number _____

Place of Birth _____

Father's Name _____

Mother's Maiden Name _____

Marriage

Name of Bride _____

Name of Groom _____

Date of Marriage _____ State File Number _____

Place of Marriage and/or License _____

Death

Name at Death _____

Date of Death _____ Age at Death _____

Place of Death _____

Names of Parents _____

Name of Spouse _____

State File Number _____

For what purpose is information required?_____

What is your relationship to person whose record is requested?_____

In what capacity are you acting?_____

SIGNATURE OF APPLICANT_____ DATE _____

Address _____ Phone _____

Send record to: (please print)

Name _____

Address _____

City _____ State _____ Zip Code _____

If requesting birth and marriage records, please sign the following statement:
To the best of my knowledge, the person(s) named in the application are deceased.

SIGNATURE OF APPLICANT

General Information for Application of Genealogical Services

General Instructions

- Use this application only for *genealogy requests.*

Fees:

- **For standard search:** This includes a three (3) year search. The fee is $22.00 per copy. The fee is for **each** name Or type of record requested. Please make money order or check to **Gail Springer, Town Clerk.** Please do not send cash.

- **For long search:** When more than a three-year search is requested, the fee for each record in need for a longer Search is higher according to the following schedule:

1 - 3 years	$22.00	31 - 40 years	$102.00
4 - 10 years	$42.00	41 - 50 years	$122.00
11 – 20 years	$62.00	51 - 60 years	$142.00
21 – 30 years	$82.00	61 - 70 years	$162.00

> The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (24-year search), plus one marriage record (11-year search) is a total of $166.00 ($22 + $82 + $62 = $166)

Available Records

- No information shall be released from a record unless the person to whom the record related is known to the applicant to be deceased.

- No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50 years, marriage records for 50 years (both parties to the marriage must be deceased)

- The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.