

Application to City Clerk for Copy of Marriage Record

TYPE OF RECORD DESIRED (Check One)

Search and
Certification/Certified Copy

☐

Fee \$10.00
per copy

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.

A Certification may be used as proof that a marriage occurred.

Search and
Certified Transcript

☐

Fee \$10.00
per copy

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

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.

PLEASE COMPLETE FORM AND REMIT FEE

FEES: Make money order or check payable to City of Batavia. Please do not send cash. If using credit card - include # & Exp Date
There is no fee for a record to be used for eligibility determination for social welfare or veteran's benefits.

PLEASE PRINT OR TYPE

Name of Bride or Groom	First	Middle	Last (pre-marriage)	Name of Bride or Groom	First	Middle	Last (pre-marriage)
Date of Birth				Date of Birth			
Residence	(County)	(State)		Residence	(County)	(State)	
Date of Marriage or Period Covered by Search				If Bride Previously Married, State Name Used at That Time			
Place License Issued	Where Was			Place Where Marriage Was Performed			
Signature of Applicant _____				Date _____			
Address of Applicant _____							

PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT

Name	_____		
Address	_____		
City	State	Zip Code	_____

Fee: \$10.00/Copy

Checks payable to: City of Batavia

Mailing Information:

City of Batavia
Clerk-Treasurer
One Batavia City Centre
Batavia, NY 14020