

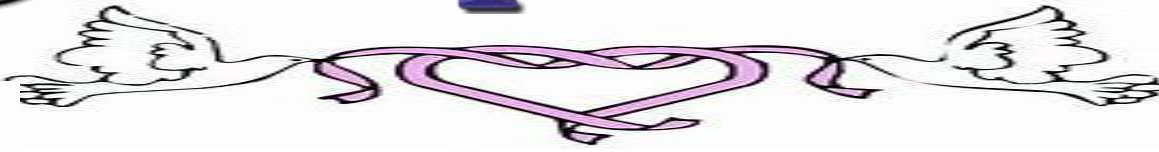


Town of Islip

Linda D. Vavricka

Town Clerk and Registrar of Vital Statistics

655 Main St., Islip NY 11751



Application for Certified Copy of Marriage Record

Use this application **only** if the marriage license was obtained from the Town of Islip
(Not sure? See Helpful links below)



The fee is \$10.00 per copy, a credit or debit card is needed to submit this application
All information is processed thru the secure payment portal; you will be emailed a receipt
(Note: a 2.99% credit card convenience fee is added to this transaction at settlement time)



Your application will be processed within 3-5 business days and certificates mailed immediately by USPS

Please submit this form with your payment online – mailing the form will delay processing

Identification Requirements

Application must be submitted with a copy of one (1) of the following forms of valid photo-ID(*attachment1*)

- VALID Driver license or State Issued Non-Driver Photo-ID Card
- VALID Passport

Who is Eligible to Obtain a Copy of the Marriage Record

- Only the Bride/Groom/Spouse listed on the marriage record may obtain a copy
- If you are not the bride, groom or spouse named on the marriage certificate, then you must submit with this application a copy of documentation establishing 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 judicial or other proper purpose 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 in order to process a claim
- If delivery is to a **P.O. Box or to a third party** you must submit, with this application, a **notarized statement** signed by the bride, groom or spouse, accompanied by a copy of his/her driver's license(*attachment2*)

Do not use this application for genealogy requests

After you CLICK [Submit & Sign], you will be prompted to add attachment(s)

*** You will be able to preview document before final submission ***

*Helpful Links If you are unsure where the license was obtained,
Visit the New York State Department of Health's website at
Or for all licenses issued by the New York City Clerk, visit NYC Clerk at
(Each website will direct you how to obtain a marriage record)





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Islip

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| Bride/Groom/Spouse 1 | | Groom/Bride/Spouse 2 | |
|---|--|--|--|
| Name (as recorded on the marriage license) | | Name (as recorded on the marriage license) | |
| Birth Name/Maiden Name (if different) | | Birth Name/Maiden Name (if different) | |
| Date of Birth | | Date of Birth | |
| Town/City of Residence (at time of application) | | Town/City of Residence (at time of application) | |
| Ceremony Information | | | |
| Date of Marriage, or Period Covered by Search | | | |
| Town/City where ceremony was performed | | | |
| Current Information | | | |
| Relationship to person whose record is required If self, state "SELF" | | | |
| Purpose for which record is required | | | |
| Your Current Name | | | |
| Contact Telephone Number | | | |
| Your Current Mailing Address | | | |
| Email Address of Applicant | | _____ #Copies Requested @ \$10 =..... | |
| Message | | Estimated Total Including 2.99% Convenience Fee..... | |
| YES _____ I understand and agree that a 2.99% credit card convenience fee will be added to this transaction | | | |
| Signature of Applicant | | Date | |
| Enter Address where record should be mailed to if different than current address *If record is being sent to a third party or PO Box, request must include notarized statement (see page1) | | | |

