



TOWN OF ISLIP
655 Main St., Islip, NY 11751

Olga H. Murray
Town Clerk & Registrar

Application for Certified Copy of Marriage Records

Use this application **only** if the marriage license was obtained from the **Town of Islip**.

The fee is \$10.00 per copy.

Checks or Money Orders may be made payable to: **Islip Town Clerk**

Mail application to:

Islip Town Clerk
655 Main Street
Islip, NY 11751
Attn: Marriage Records

Identification Requirements:

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

- 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
- Do not use this application for genealogy requests.

Processing Time:

Applications should be processed the same day or next day after the request is received by this office. For faster processing, you may overnight the request to our office, and/or include a pre-paid envelope with your application to return the record to you.

**If you are unsure where the license was obtained, please visit the New York State Department of Health's website at http://www.health.ny.gov/vital_records/marriage.htm. For all licenses issued by the New York City Clerk, you may visit www.cityclerk.nyc.gov. Each website will direct you how to obtain a marriage record.*



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Application to Town Clerk for Certified Copy of Marriage Record

Groom/Bride/Spouse 1	Bride/Groom/Spouse 2
Name <i>(as recorded on the marriage license)</i> :	Name <i>(as recorded on the marriage license)</i> :
Birth Name/Maiden Name <i>(if different)</i> :	Birth Name/Maiden Name <i>(if different)</i> :
Date of Birth:	Date of Birth:
Town/City of Residence <i>(at time of application)</i> :	Town/City of Residence <i>(at time of application)</i> :
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 Address:	
Address where record should be mailed to: <i>(if different than current address)</i>	

**If record is being sent to a third party or PO Box, request must be notarized.*

Signature of Applicant: _____ Date: _____

***Include copy of photo identification (as outlined on first page) and check/money order for \$10.00 per copy