



283 Manny's Corners Road
Amsterdam, New York 12010

Telephone: (518) 842-7961
Fax No. (518) 843-6136

Instructions for Marriage Certificates
Town of Amsterdam

Copies of Marriage Certificates are available through the Town of Amsterdam only for Marriage Licenses that were originally issued/purchased at the Town Hall.

Copies of the marriage certificates are available to applicants (husband and/or wife) as listed on the certificate.

To obtain a copy by mail, please send completed application together with application fee of \$10 and identification such as: Driver's License or State Issued Non-Drivers Identification or Passport. We accept Money Orders for payments only. Please provide a self-addressed stamped envelope.

Mail to: Town of Amsterdam
Attention: Town Clerk
283 Manny's Corners Road
Amsterdam, NY 12010

To obtain a copy in person, you will need to complete application and provide identification such as: Driver's License or State Issued Non-Drivers Identification or Passport. We accept cash or money order payments.

Office hours are: Monday-Friday, during the hours of 9 am – 4 pm. Hours may vary during summer months and holidays.

****PLEASE NOTE:** Please include all requested information in order to prevent delays in processing your request.

Any questions, please give us a call at 518-842-7961.

TYPE OF RECORD DESIRED (Enter Number of Copies)

Search and Certified Transcript

Fee \$10.00 per copy

Search and Certified Copy

Fee \$10.00 per copy

A Certified Transcript is an abstract from the marriage record issued under the seal of the town/city clerk. It includes the names of the contracting parties, their residence at the time the license was issued, date and place of marriage as well as date and place of birth of the bride and groom.

A Certified Transcript may be used as proof that a marriage occurred.

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

A Certified Copy 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.

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Bride/Groom/Spouse

Name (as recorded on marriage license):

Date of Birth:
(or age at time of marriage)

First Middle Last

Birth Name (if different)

If Previously Married, State Name Used at that Time:

Residence (at time of marriage):

First Middle Last

County State

Marriage Information

Place Where Marriage License Was Issued:

Place Where Marriage Was Performed:

Marriage Certificate No.:
(if known)

Local Registration No.:
(if known)

Town or City County

Town or City County

Purpose for which record is required:

Date of Marriage or Period Covered by Search:

Married on or Search from:

(mm / dd / yyyy)

In what capacity are you acting?:

What is your relationship to person whose record is required?
(If self, state "SELF".)

Search to:

(if searching period) (mm / dd / yyyy)

If attorney, give name and relationship of your client to person whose record is required:

Signature of Applicant

Date:

Applicant's Phone Number:

Name of Applicant:

Please print name and address where record is to be sent:

Address of Applicant:

City State ZIP

City State ZIP

Where to Apply for Record of Marriage

1. License Issued in New York State (Outside of New York City)

Year of Marriage	Apply to:
* 1881 to present (\$10.00 per copy)	Town or City Clerk Where license was issued (purchased)
* 1881 to present (\$30.00 per copy) If a state issued copy is required or you are not certain in which city or town outside of New York City the license was issued.	New York State Department of Health Vital Records Certification Unit P.O. Box 2602 Albany, NY 12220-2602 www.health.ny.gov/vital_records/marriage.htm
* 1880 - 1907 and license issued in the cities of Albany, Buffalo or Yonkers.	Albany: City Clerk City Hall - 24 Eagle St Rm 202 Albany, NY 12207 Buffalo: City Clerk 65 Niagara Square Buffalo, NY 14202 Yonkers: City Clerk 40 S Broadway Rm 107 Yonkers, NY 10701

2. License Issued in New York City

Contact the office of the New York City Clerk for information if the marriage license was issued in any of the five boroughs of New York City:

www.cityclerk.nyc.gov

Manhattan	City Clerk of New York 141 Worth Street New York, NY 10013 (212) NEW-YORK / (212) 639-9675
Brooklyn	(also known as Kings)
Bronx	
Queens	(Records prior to 1898 are on file with the New York State Department of Health)
Richmond	(also known as Staten Island) (Records prior to 1898 are on file with the New York State Department of Health)

PLEASE NOTE: Records of marriages in areas of the present City of New York, which were not part of the city at the time of marriage, are on file with the State Department of Health.