



• Application for Copy of Marriage Certificate •

City Clerk • 1 Roosevelt Sq. • Mt. Vernon, NY 10550 • (914) 665-2348

**PLEASE NOTE: Copies of marriage certificates are only available to the persons named on the record and licenses obtained in the City of Mount Vernon, New York.**

**REQUIREMENTS FOR IN PERSON AND MAIL REQUESTS**

**1**

**Identification (ONE of the following)** Driver License or Non-driver ID, Passport, or Military ID (**IDENTIFICATION CANNOT BE EXPIRED**) If you do not have one of the above, you will need to call our office.

In Person: Original identification from the above mentioned list along with this form.

By Mail: Include a photocopy of one of the above - mentioned acceptable forms of identification, along with a self addressed, stamped envelope for return. Notary **MUST** be on this form. If attaching an All-Purpose Acknowledgment, the applicants original signature must be on it, along with the notarizing agent's signature.

**2**

**Payment due is \$10.00 per certified copy We do not accept personal checks.**

In Person: We accept cash, money order, MasterCard, Visa and American Express.

By Mail: We only accept money orders made payable to "The City of Mount Vernon"

**CERTIFICATE INFORMATION:**

First Name Middle Name Last Name (at birth)

PARTY 1

First Name Middle Name Last Name (at birth)

PARTY 2

Place License was issued Date of Marriage

Purpose record is required No. of Copies

**APPLICANT**

Full Name Relationship

Telephone Number Address

Signature \_\_\_\_\_ Date



**If you are mailing your request, please sign this form in the presence of a notary public**

Notary Stamp \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_  
On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared, \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument as well as his/her signature. My commission expires on \_\_\_\_\_.  
N. Public signature \_\_\_\_\_ N. Public printed name \_\_\_\_\_

NOTARY PUBLIC