



CITY OF GLEN COVE

City Hall
9 Glen Street
Glen Cove, NY 11542-4106

How to Obtain a Marriage Certificate by Mail

A Marriage Certificate can only be issued to the married couple listed on the Marriage Certificate

Send a letter with the following information:

- Birth Names of married couple
- Date of the marriage
- Date of birth each
- Reason why you need this certificate
- Sign this letter and include your daytime telephone number

Send the following documents with the letter:

- Copy of your valid driver's license or non-Driver's ID from Department of Motor Vehicles or Passport (if sending a copy of your passport you must include a current utility bill showing your name and current address).
- Money Order for \$10.00 per copy – Payable to the City of Glen Cove
- Self-Addressed Stamped Envelope – The address on this envelope must match the address on your license. If it does not match, send a current utility bill showing your name and current address.
- **We cannot mail to a P.O. Box. If your address is a P.O. Box and you want the document sent to it. (include a notarized signed statement that this P.O. Box is the address you would like it mailed to)**

Mail to the address listed above – Attention: City Clerk