

Pamela D. Panzenbeck
Mayor



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CITY OF GLEN COVE

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

How to Obtain a Marriage Certificate by Mail

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

Complete the attached application:

- Sign this application and include your daytime telephone number.

Send the following documents with the application:

- 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

TYPE OF RECORD DESIRED (Enter Number of Copies)			
<p>Search and Certified Transcript <input style="width: 40px; height: 20px;" type="checkbox"/> Fee \$10.00 per copy</p> <p>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.</p> <p>A Certified Transcript may be used as proof that a marriage occurred.</p>	<p>Search and Certified Copy <input style="width: 40px; height: 20px;" type="checkbox"/> Fee \$10.00 per copy</p> <p>A Certified Copy includes all of the items of information occurring on the original record of the marriage.</p> <p>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.</p>		
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>
If Previously Married, State Name Used at that Time:		Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i> <i>State</i>
Bride/Groom/Spouse			
Name (as recorded on marriage license):			Date of Birth: <i>(or age at time of marriage)</i>
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Birth Name (if different)</i>
If Previously Married, State Name Used at that Time:		Residence (at time of marriage):	
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>County</i> <i>State</i>
Marriage Information			
Place Where Marriage License Was Issued:	Place Where Marriage Was Performed:	Marriage Certificate No.: <i>(if known)</i>	Local Registration No.: <i>(if known)</i>
<i>Town or City</i> <i>County</i>	<i>Town or City</i> <i>County</i>		
Purpose for which record is required:			Date of Marriage or Period Covered by Search: <i>Married on or Search from:</i> _____ <i>(mm / dd / yyyy)</i>
In what capacity are you acting?:	What is your relationship to person whose record is required? (If self, state "SELF".)		<i>Search to:</i> _____ <i>(if searching period) (mm / dd / yyyy)</i>
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:			
<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>City</i> <i>State</i> <i>ZIP</i>