

Geneva City Clerk  
47 Castle Street  
Geneva, NY 14456

(315)789-2603  
M – F 8:30am to 4:00pm  
cityofgenevany.com

Instructions for obtaining a certified marriage certificate with a raised seal:

**NOTE:** Marriage records must be obtained from the town or city clerk wherever the original license was purchased, and certificates may only be obtained by the persons named on the original license.

- If purchased at the Geneva City Clerk's Office, appear in person at the Clerk's Office at 47 Castle Street, Geneva, NY with your photo ID (Driver's License) and request.

OR

- Complete the attached request and mail to the Geneva City Clerk, 47 Castle Street, Geneva, NY 14456 along with a copy of your photo ID (Driver's License).

In either instance, the fee is \$10.00 per certificate required in the form of cash, check or money order made payable to the "City of Geneva." A self-addressed, stamped envelope is appreciated for us to return the certificate.

Please note: If appearing in person to apply for a marriage certificate, the Geneva City Clerk's Office does accept credit or debit cards for a fee of \$1.25.

**TYPE OF RECORD DESIRED (Enter Number of Copies)**

<p>Search and Certified Transcript <input 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 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>
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**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? <i>(If self, state "SELF".)</i>		<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>