



# The City of New York - Office of the City Clerk Marriage License Bureau

## IN-PERSON REQUEST FOR MARRIAGE RECORD SEARCH & TRANSCRIPT

**NOTE:** For records less than fifty (50) years old, a certified copy of the marriage record will only be released: a) to parties to the marriage; b) to persons presenting written authorization from one of the parties to the marriage; or c) to attorneys for litigation purposes. The reason that the search and transcript are needed must be indicated on the request form. Attorneys, upon their own stationery, must indicate the party or parties that they represent and the nature of any pending action, when making their request.

**PRINT CLEARLY ALL INFORMATION BELOW**

**DATE:**

Date of Marriage Ceremony:	Month:	Day:	Year:	Borough where the license was issued:
If uncertain, specify other years you want searched:				If known license number:
GROOM (man) Full Name:				Birth Date:
BRIDE (woman) Full MAIDEN Name:				Birth Date:
If woman was previously married, give LAST NAME of former husband (s):				
Reason search & copy are needed:			How many copies:	
Name of person requesting search:			Your relationship to Bride & Groom:	
Your Address	City	State	Zip	

**DO NOT WRITE BELOW — THIS SPACE FOR OFFICE USE**

License Number:	Microfilm Cert Number:
Searched by:	Type of Cert:
Receipt No.:	Amount \$
Date Complete:	Typist:
	Cert No. (s):
This is to certify that _____	
residing at _____ Born _____	
at _____ And _____	
residing at _____ Born _____	
at _____ by _____	
Groom's Parents _____	
Bride's Parents _____	
Witnesses _____	
Previous Marriages _____	

REMARKS: \_\_\_\_\_

**DO NOT FILL IN BLANKS**  
**◆◆◆◆AUTHORIZATION MUST BE HAND WRITTEN◆◆◆◆**

**OFFICE OF THE CITY CLERK – THE CITY OF NEW YORK**

**Marriage License Bureau  
1 Center Street (RM. 252)  
New York, N.Y. 10007**

**To Whom It May Concern:**

This is to certify that I, \_\_\_\_\_ do hereby  
(Print Name)  
give full permission and authorization for **ROBERTO VAZQUEZ, NELSON  
ALVIRA, ROBERTO MENDEZ, ALFONSO SANCHEZ, and SARAH BONANO**  
of **PASSPORT PLUS, INC.** to pickup copies of my Marriage Certificate on my  
behalf, now being held for me in the Office of the City Clerk.

\_\_\_\_\_  
(Signature) (Date)

**State of New York**

**County of** \_\_\_\_\_

**Sworn to before me the** \_\_\_\_\_ **day of** \_\_\_\_\_ **2** \_\_\_\_\_

\_\_\_\_\_  
**Notary Public**