

INSTRUCTIONS TO OBTAIN A MARRIAGE CERTIFICATE

PLEASE READ INSTRUCTIONS CAREFULLY! If you do not understand these instructions, call (716) 439-6676. Failure to include necessary documentation will result in a delay or rejection of processing your application.

You can obtain a copy of a marriage certificate ONLY if you:

- The bride or the groom.
- Have a documented judicial or other proper purpose.

General Instructions:

- Complete and sign form. Your signature **MUST** be notarized.
- Mail the completed application, copy of your identification, & money order to:
Lockport City Clerk
Lockport Municipal Building
One Locks Plaza
Lockport, NY 14094

Cost and payment:

- Fee is \$10.00 for each certified copy.
- Money order shall be made payable to “Lockport City Clerk”
- If you send a personal check, we will hold the record for three (3) weeks to allow time for the check to clear the bank.

Identification requirements – application must be submitted with copies of either A or B:

A. One (1) of the following:

- Driver’s license or State issued non-driver photo ID card
- Passport

B. Two (2) of the following:

- Recent utility or telephone bill
- Letter from a government agency dated within the last six (6) months
- Other valid photo identification

CITY OF LOCKPORT APPLICATION FOR COPY OF MARRIAGE CERTIFICATE

Mail to: Lockport City Clerk, Lockport Municipal Bldg., One Locks Plaza, Lockport, NY 14094

Information on Record Requested

Name of Groom: _____

Name of Bride (maiden): _____

Date of Marriage: _____ Place of Marriage: _____

Applicant Information

Your Name: _____ Phone # _____

Your Address: _____

City _____ State _____ Zip _____

Your Relationship: Bride Groom
 Other _____ (must show proof of entitlement)

Number of Copies Requested: _____ (enclose money order for \$10.00 per copy)

Purpose for Request: _____

Address where record should be sent: Name: _____

Street: _____

City: _____ State _____ Zip: _____

Signature (must be notarized) _____ Date: _____