

**OFFICE OF THE CITY CLERK**

City Hall, 1 Kennedy Plaza  
Utica, New York 13502  
Tel.: (315) 792-0113  
Fax: (315) 792-0220



**Melissa Sciortino**  
City Clerk

**Andrew Castilla**  
Deputy City Clerk

**INSTRUCTIONS ON HOW TO APPLY  
FOR A CERTIFIED COPY OF A MARRIAGE RECORD**

**1. The applicant must provide us a copy of one of the following forms of identification:**

- A. Driver's License OR**
- B. Passport OR**
- C. Medicaid card WITH PHOTO (We cannot accept it if there is no photo)**

**Along with the completed APPLICATION FOR A CERTIFIED COPY OF A MARRIAGE RECORD (attached below)**

**In person through our office, or via mail at the address listed above, or via email at:**

Edita Rosic	<a href="mailto:erosic@cityofutica.com">erosic@cityofutica.com</a>
Pricilla Garcia	<a href="mailto:pgarcia@cityofutica.com">pgarcia@cityofutica.com</a>
Tatiana Brooks	<a href="mailto:tbrooks@cityofutica.com">tbrooks@cityofutica.com</a>

**2. There is a \$10.00 fee for the marriage record search and first certified copy.**

**If obtaining the record in person, we accept cash, money order, or credit card.  
If obtaining the record via mail, we accept money order or credit card by phone.**

**If search yields no results, the \$10 fee is retained by the Clerk's Office and a No Record Certification will be issued to the applicant.**

**If more than one certified copy is requested, there is a \$10 fee for each additional copy.**

**If paying by money order:**

**Mail everything together (the money order, a copy of your valid form of identification, and the completed application) to the address listed above.**

**If paying by credit card:**

**Call us once we've received a copy of your valid form of identification and the completed application (both can be sent together either by mail or email)**

Edita Rosic	(315) 792 – 0113
Thalia Hunter	(315) 792 – 0114
Tatiana Brooks	(315) 792 – 0184

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**APPLICATION FOR CERTIFIED COPY  
OF MARRIAGE RECORD**

1. NUMBER OF COPIES REQUESTED:   
(\$10 FEE PER COPY)

2. BRIDE / GROOM / SPOUSE (Circle One)

A. NAME AT BIRTH:

\_\_\_\_\_  
FIRST MIDDLE LAST (MAIDEN)

B. IF PREVIOUSLY MARRIED, STATE NAME USED AT THAT TIME:

\_\_\_\_\_  
FIRST MIDDLE LAST

C. DATE OF BIRTH: \_\_\_\_\_  
MM/DD/YYYY

3. BRIDE / GROOM / SPOUSE (Circle One)

A. NAME AT BIRTH:

\_\_\_\_\_  
FIRST MIDDLE LAST (MAIDEN)

B. IF PREVIOUSLY MARRIED, STATE NAME USED AT THAT TIME:

\_\_\_\_\_  
FIRST MIDDLE LAST

C. DATE OF BIRTH: \_\_\_\_\_  
MM/DD/YYYY

4. MARRIAGE INFORMATION

A. PLACE WHERE MARRIAGE LICENSE WAS ISSUED:

\_\_\_\_\_  
TOWN OR CITY COUNTY

B. PLACE WHERE MARRIAGE WAS PERFORMED:

\_\_\_\_\_  
TOWN OR CITY COUNTY

C. DATE OF MARRIAGE (OR PERIOD COVERED BY SEARCH):

\_\_\_\_\_  
MM/DD/YYYY - \_\_\_\_\_  
(MARRIED ON OR SEARCH FROM) (SEARCH TO)

5. PURPOSE FOR WHICH RECORD IS REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_

6. APPLICANT INFORMATION

A. FULL NAME:

\_\_\_\_\_  
FIRST MIDDLE LAST

B. PHONE NUMBER: \_\_\_\_\_

C. EMAIL ADDRESS: \_\_\_\_\_

D. PHYSICAL ADDRESS (WHERE RECORD IS TO BE SENT):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CITY, TOWN, OR VILLAGE STATE ZIP

7. RELATIONSHIP TO PERSON WHOSE RECORD IS REQUIRED

A. IF SELF, STATE "SELF": \_\_\_\_\_

B. IF ATTORNEY, GIVE NAME AND RELATIONSHIP OF YOUR CLIENT TO PERSON WHOSE RECORD IS REQUIRED:

\_\_\_\_\_

8. APPLICANT'S SIGNATURE: \_\_\_\_\_

9. DATE OF APPLICATION COMPLETION: \_\_\_\_\_  
MM/DD/YYYY

**PLEASE NOTE THE FOLLOWING:**

- If you are not named on the marriage certificate BUT have obtained power of attorney for one and/or both spouses, a signed certified copy of that documentation must be provided with this completed application.