

Information Regarding Your Request for a Marriage Record

To Whom It May Concern:

Regarding your request for a certified copy of a marriage certificate, please note that a DOH-301 (attached) must be completed and accompanied with supporting documents establishing a legal right or claim to obtain a certified copy (i.e., copy of valid driver's license), or a judicial or other proper purpose to obtain a certification. **This application must be notarized if not applying in person.**

If you are the spouse, parent or child of the bride/groom, you are required to provide a copy of documentation proving such (i.e., marriage license or birth certificate proving lineage).

Legal Right or Claim is defined as follows – established based on documentation demonstrating that the requestor has a legal need requiring a copy of the marriage certificate.

The cost for the certified copy is \$10.00, which includes the cost for the search and the certification. If no record is on file with this municipality, you will receive a "No Record Certification" which costs \$10.00. If you submitted a check for multiple certified copies of the same record, you will receive a refund for the balance remaining after \$10 if no record is located. Please make check payable to the "Town of Woodbury".

If you should have any further questions regarding this New York State required process, please feel free to contact this office.

Sincerely,

Desiree Potvin, Registrar
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Highland Mills, NY 10930