

Instructions to apply for a Certified Copy of a Marriage Certificate

City of Poughkeepsie

Couple must have applied for marriage license at City Hall in the City of Poughkeepsie

BY MAIL: mail the completed **marriage certificate application** to: Office of Vital Records
62 Civic Center Plaza
Poughkeepsie, NY 12601

1. The completed application can be notarized **OR** you can include a CLEAR copy of your photo ID
2. There is a fee of \$10.00 per copy which is payable by:
 - Certified bank check or Money order payable to “City of Poughkeepsie”
 - Visa/MasterCard (full CC number, Exp. Date and CVC code) Credit card must be in the applicant’s name. **NO PERSONAL CHECKS / NO CASH THROUGH THE MAIL**
3. Enclose a self addressed, stamped envelope or a prepaid, self-addressed express or priority envelope

USPS Priority Express service is available for \$55.00 (**Fee subject to change according to U.S. Postal Rate Schedule**). This includes the cost of one transcript. Each additional transcript is \$10.00.

BY FAX / EMAIL: fax the completed **marriage certificate application** to: 845-451-4239

1. The completed application must be notarized. **Faxed ID’s are not readable & cannot be accepted.**
2. There is a fee of \$10.00 per copy payable by Visa/MasterCard (full CC number, Exp. Date & CVC Code). Credit Card must be in the applicant’s name.
3. Indicate the mailing address and the method of shipment – Express or Reg. Mail

USPS Priority Express service is available for \$55.00 (**Fee subject to change according to U.S. Postal Rate Schedule**). This includes one transcript. Each additional transcript is \$10.00.

We are able to accept applications by EMAIL as well. Follow the directions above and include a copy/picture of your photo ID.

Email application & photo ID to: CityChamberlain_Clerks@cityofpoughkeepsie.com

IN PERSON: We are located at City Hall, 62 Civic Center Plaza, First Floor, Poughkeepsie, NY. There is parking underneath the building, entering on the Mill Street side of City Hall.

**Hours of Operation: Monday and Friday 8:30AM to 4:00PM.
Tuesday through Thursday 11:00am to 3:00pm**

Please bring:

1. Your driver’s license, passport or a legal signed valid photo ID is required. **If a photo ID is unavailable**, two proofs of your name and address, such as a copy of your current utility bill (gas/electric or telephone) will be accepted.
2. There is a fee of \$10.00 per copy payable by Cash, Money Order, Certified Bank Check and Visa/MasterCard

City of Poughkeepsie, New York
Office of Vital Records
62 Civic Center Plaza
Poughkeepsie, NY 12601

Telephone: (845) 451-4276
Fax Number: (845) 451-4239

Monday & Friday 8:30am to 4:00pm
Tuesday - Thursday 11:00am to 3:00pm

Application for Transcript of Marriage Record

Today's Date _____

Name of Bride/Groom/Spouse: _____

Previous Surname: _____

Name of Bride/Groom/Spouse: _____

Previous Surname: _____

Date of Marriage: _____ # of Transcripts requested: _____

Purpose of Request: _____

Name of Applicant: _____

Address and Telephone: _____

Signature of Applicant: _____

If paying by credit card, please provide the following information: (visa/mastercard only)

CC: _____ Expiration date: _____ 3 digit cvc code: _____

Is this a request for (**please circle one**)
(If not specified, the request will be sent regular mail)

* **EXPRESS** or **REGULAR MAIL**
[\$55.00 flat rate fee.
includes the cost of 1
Marriage Certificate]

Requests for Express Service must be in our office by 3:00pm EST

FOR OFFICE USE ONLY:

NOTARY

Year: _____

*NOTARY, PLEASE AFFIXED YOUR STAMP
Sworn to before me this _____ day

Registration No. _____

of _____, 20

Issued By: _____

Cash/Check/Credit

Notary Public

*USPS Priority Express is 1 – 3 Business Days