

## General Information and Application For Genealogical Services

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.
2. Original records of births and marriages for the entire state begin with 1881, deaths begin with 1880, EXCEPT for records filed in Albany, Buffalo and Yonkers prior to 1914. Applications for these cities should be made directly to the local office.
3. The New York State Department of Health does not have New York City records except for births occurring in Queens and Richmond counties for the years 1881 through 1897.
4. Please read the Administrative Rule Summary on the reverse side of this sheet which specifies years available for genealogical research.

To insure a complete search, provide as much information as possible. Please complete for type of record requested, birth, death OR marriage.

<b>Birth</b>	Name at Birth _____	<b>Birth</b>	Name at Birth _____
	Date of Birth _____		Date of Birth _____
	Place of Birth _____		Place of Birth _____
	Father's Name _____		Father's Name _____
	Mother's Maiden Name _____		Mother's Maiden Name _____
<b>Marriage</b>	Name of Bride _____	<b>Marriage</b>	Name of Bride _____
	Name of Groom _____		Name of Groom _____
	Date of Marriage _____		Date of Marriage _____
	Place of Marriage and/or License _____		Place of Marriage and/or License _____
<b>Death</b>	Name at Death _____	<b>Death</b>	Name at Death _____
	Date of Death _____ Age at Death _____		Date of Death _____ Age at Death _____
	Place of Death _____		Place of Death _____
	Names of Parents _____		Names of Parents _____
	Name of Spouse _____		Name of Spouse _____

For what purpose is information required? \_\_\_\_\_

What is your relationship to person whose record is requested? \_\_\_\_\_

In what capacity are you acting? \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ Phone \_\_\_\_\_

Send record to: (please print)  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If requesting birth and marriage records, please sign the following statement:  
 To the best of my knowledge, the person(s) named in the application are deceased.  
 \_\_\_\_\_  
 SIGNATURE OF APPLICANT

**Information Page — Mail-in Application for Genealogical Services**

**General Instructions**

- Use this application only for *genealogy requests*.
- Print a copy of this application, complete and sign.
- Mail application with check or money order and a copy of any required documentation (see below) to:

Certification Unit  
Vital Records Section  
New York State Department of Health  
P.O. Box 2602  
Albany, NY 12220-2602

**Fees:** If no record is on file, a **No Record Report** will be issued and the fee is not refunded.

- **For standard search:** This includes a three (3) year search. The fee is \$22.00 per copy. The fee is for each name or type of record requested.
- **For long search:** When more than a three-year search is requested, the fee for each record in need of a longer search is higher according to the following schedule:

1 - 3 years	\$22.00	31 - 40 years	\$102.00
4 - 10 years	\$42.00	41 - 50 years	\$122.00
11 - 20 years	\$62.00	51 - 60 years	\$142.00
21 - 30 years	\$82.00	61 - 70 years	\$162.00

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (24-year search), plus one marriage record (11-year search) is a total of \$166.00 (\$22 + \$82 + \$62 = \$166)

- Send check or money order payable to the New York State Department of Health. Do not send cash.

**Note:** Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. Do not send cash.

**Processing Time**

- Applications submitted to the New York State Department of Health may take from nine (9) to ten (10) months to process.
- Applications submitted to the municipality where the event occurred may take considerably less time to process.

**Available Records**

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the record has been on file for a minimum required period: birth records must have been on file for at least 75 years, death records for 50 years, marriage records for 50 years (both parties to the marriage must be deceased).
- The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.

**Completing the Form**

- If you are using Acrobat Reader®5.0 or newer (available as a free download from [www.adobe.com](http://www.adobe.com)) you can fill in the form directly in Acrobat Reader by clicking on the appropriate space and entering the information (use the TAB key to move to the next field, shift-TAB to move backwards). Print the completed form, sign and mail to above address.
- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to the New York State Department of Health along with copies of any required documentation.

# **GENEALOGY COPY**

## **What is the fee for a genealogy copy?**

The standard fee for a genealogy copy is \$22.00 - This includes a copy of the certificate, a three-year search of the index, the retrieval and re-filing of the record and either a copy of the record or a no record report. When more than a three-year search is requested, the fee is higher.

**Note: See back of application for Fee Schedule.**

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search for \$22.00), plus one death record (24-year search for \$82.00) is a total of \$104.00.

## **How long will it take?**

Processing a genealogy request may take five (5) months or longer.

## **Ordering a genealogy copy**

**Mail your completed application with your check or money order to:**

Village of Greenport  
Attn: Registrar  
236 Third Street  
Greenport, NY 11944

**Make your check or money order payable to:  
Village of Greenport**