



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

IMPORTANT: PLEASE READ ALL INFORMATION ON THIS APPLICATION AND PRINT OR TYPE ALL INFORMATION ON BOTH SIDES.

Only licenses originally purchased in the Town of Penfield from 1908 to present will be on file in this office.

The person requesting a copy of the marriage license must:

- Be one of the applicants, or
- Have power of attorney with proper documentation, or
- Be a representative of a government/legal agency, or
- Be a relative of the couple who marriage is more than fifty years old and both parties are known to be deceased (genealogical only), or
- Be an attorney representing either party.

FEES: \$10.00 Non-refundable fee for each search. If the record is found, a transcript will be forwarded to you or held for pick up.

Processing time is approximately 24 to 48 hours from initial receipt of request.

Request for Marriage Transcript by _____

For the purpose of _____

Groom/Spouse _____

Date of Birth _____

Bride/Spouse _____

Date of Birth _____

Date of Marriage _____

Place of Marriage _____

Contact Address, Phone Number and E-mail

Street Address _____

Town, State, Zip _____

Phone Number _____

E-mail Address _____

Mail or Pick up _____

If request is not in person, please include a copy of your Driver's License, front and back and have the document notarized.

Signature

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of _____, in the year _____, the undersigned, personally appeared _____ before me or proved to me on the same basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual or the person on behalf of the individual acted, executed the instrument.

Notary Public

Our Office can be contacted at 585-340-8628

Do Not Write Below

Fee Received	
Date Completed	
Clerk Initials	
Mail or Pick Up	