

GENERAL INFORMATION FOR BIRTH, MARRIAGE AND DEATH CERTIFICATES

Copies of birth certificates, marriage certificates and death certificates can be obtained by visiting the City Clerk/Registrar's Office at City Hall, 16 James Street, Middletown, NY 10940 (Phone # (845) 346-4166). Please note that this information is available only for persons who were born in the City of Middletown, or obtained their marriage license in the City of Middletown, or who died in the City of Middletown.

You may also request copies of birth, marriage or death certificates by mail by sending a completed application, copies of the appropriate identification, and a \$10.00 check or money order for each copy payable to the City of Middletown to City Clerk/ Registrar, City Hall, 16 James Street, Middletown, NY 10940. Please be sure to include a daytime telephone number where we can reach you with any questions we may have. Please also include a self-addressed legal size envelope for mailing the requested documents back to you.

ACCEPTABLE FORMS OF IDENTIFICATION

You must provide one of the following forms of identification to obtain a copy of a birth, marriage or death certificate:

- current driver's license (preferred)
- current non-driver's license
- military identification card
- current passport
- naturalization papers
- employer's photo identification card with date of birth
- police report documenting the applicant's name, address and theft or loss of positive identification
- other government-issued identification

PLEASE NOTE:

All documents will be reviewed to ensure that they adequately meet the purpose of identifying the applicant. Please state your relationship to the decedent when requesting a copy of a death certificate.

Documents that are defaced, taped, laminated or photocopied are not acceptable.

Social Security card is not an acceptable form of identification.

No telephone requests will be accepted; no birth/death records may be faxed.

Credit/debit cards are not accepted.

DO YOU NEED A COPY OF A BIRTH CERTIFICATE?

The City of Middletown maintains birth certificates only for persons who were born in the City of Middletown. If you were born somewhere other than the City of Middletown, you must contact that municipality to obtain your birth certificate.

Who Can Obtain a Copy of a Birth Certificate?

Birth certificates may be issued to the following persons *with appropriate identification* (See "Acceptable Forms of Identification"):

- the person named on the birth certificate if they are 18 years of age or older
- the parents of the child named on the birth certificate
- persons with current legal custody documents

Birth certificates **cannot** be issued to:

- Grandparents, step-parents or other relatives, unless they have legal custody documents
- Children under 18 years of age
- Persons with custody papers that have expired

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DO YOU NEED A COPY OF A DEATH CERTIFICATE?

The City of Middletown maintains death certificates only for persons who died in the City of Middletown. If a death occurred somewhere other than the City of Middletown, you must contact that municipality to obtain a death certificate.

Who Can Obtain a Copy of a Death Certificate?

Copies of death certificates may be issued to the following persons *with appropriate identification* (See “Acceptable Forms of Identification”):

- Surviving spouse
- Parent of decedent
- Child of decedent
- Lawful representative of decedent with a documented legal right or a documented medical right to the death certificate

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DO YOU NEED A COPY OF A MARRIAGE CERTIFICATE?

The City of Middletown maintains marriage certificates only for persons who obtained their marriage license in the City of Middletown. If the marriage license was obtained somewhere other than the City of Middletown, you must contact that municipality to obtain a marriage certificate, even though the ceremony may have been conducted in the City of Middletown.

Who Can Obtain a Copy of a Marriage Certificate?

Copies of marriage certificates may be issued to the following persons *with appropriate identification* (See "Acceptable Forms of Identification"):

- Bride
- Groom

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DO YOU NEED A MARRIAGE LICENSE?

Marriage licenses are issued in the City Clerk's Office from 9 a.m. – 3 p.m.

Both bride and groom must appear in person to apply for the marriage license.

Marriage licenses may be issued to:

- Persons over 18 with appropriate identification
- Persons aged 16 with notarized consent forms from both parents
- Persons aged 15 by court order only

The fee for a marriage license is **\$40.00, payable in cash or check or money order payable to the City of Middletown. Credit/debit cards are not accepted.**

You must provide one of the following proofs of age and identity:

- Original or certified copy of your birth certificate
- Original or certified copy of naturalization papers

In addition to the above, you must also provide one of the following identity related documents:

- Current driver's license
- Passport
- Employment picture identification
- Immigration record
- Military identification card
- Other government-issued identification (e.g., non-driver's license)

Previous marriages:

- Original or certified copies of all divorce papers must be provided
- Certified copy of death certificate of former spouse must be provided

All documents must be in English or must be translated by a certified translator.

Marriage license is not good for the first 24 hours after it is issued; license remains valid for 60 days after issuance.

PLEASE NOTE:

All documents will be reviewed to ensure that they adequately meet the purpose of identifying the applicant.

Documents that are defaced, taped, laminated or photocopied are not acceptable.

Social Security card is not an acceptable form of identification.

If you are unsure about your identification document, please call the City Clerk at (845) 346-4166.