

## GENEOLOGICAL RESEARCH REQUIREMENTS

In order to fulfill your request for your genealogical research, we need you to send us the following:

1. What item(s) individual is requesting (ex. Birth, death, or marriage certificate)
2. Individuals name or names, date of birth, date of death and/or date of marriage
3. How they are related to the individual(s)
4. Copy of photo identification, preferably state issued driver's license
5. **Letter (application) MUST be notarized to confirm identity**
6. Address where genealogical research is to be sent
7. Phone Number
8. **Check or money order for \$22.00 for each copy**
9. Mail request to:

City Clerk's Office  
342 Central Avenue  
Dunkirk, NY 14048