

## MARRIAGE CERTIFICATE REQUIREMENTS

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

1. Name of groom and maiden name of bride
2. Date of Marriage
3. Phone number
4. Copy of photo identification, preferably state issued driver's license
5. **Letter (application) MUST be notarized to confirm identity**
6. Address where marriage certificate is to be sent
7. **Check or money order for \$10.00 for each copy**
8. If you are requesting another individual to pick up your marriage certificate on your behalf, you must indicate the name of the individual, and how they are related to you.
9. Mail request to:

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