



TOWN OF WILLIAMSON

Marlene A. Gulick, Town Clerk

Paula A. Dolan, Deputy Town Clerk

6380 Route 21, Williamson, NY 14589

Phone: 315-589-8100 Ext. 3

Fax: 315-589-9485

Please fill out as much information as you can on the attached form.
We will need a check for \$22.00, made out to "Williamson Town Clerk".
Return the completed form to: **Williamson Town Clerk's Office**

**6380 Route 21
Williamson, NY 14589**

GENEALOGY COPIES – The information must be an **uncertified copy** or an **uncertified transcript**.

Information may be released for genealogy research subject to the following requirements:

Birth Certificate

1. No information shall be released from a sealed birth certificate;
2. The birth certificate has been on file for at least 75 years; and
3. The person to whom the birth certificate relates is known by the applicant to be deceased.

Death Certificate

1. The death certificate has been on file for at least 50 years.

Marriage Certificate

1. The marriage certificate has been on file for at least 50 years; and
2. The bride and groom are known by the applicant to be deceased.

The time periods specified for birth, death, and marriage records are waived if the applicant is a descendant or has been designated to act on behalf of a descendant of the person whose record is being requested. A descendant is a person in the direct line of descent such as a son, daughter, grandson, granddaughter, etc. The local registrar must require proof that the requestor is a direct line ancestor when a waiver of the waiting period is requested. Genealogy copies issued under these circumstances must be **uncertified** and include that statement "For genealogical purposes only".

Marlene Gulick
Town Clerk

Paula Dolan
Deputy Town Clerk

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.

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

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