

THIS APPLICATION MUST BE NOTARIZED

Town of Poughkeepsie, New York
Town Clerk's Office
1 Overocker Road
Poughkeepsie, NY 12603

Telephone (845) 485-3620
Fax Number (845-485-8583

Monday To Friday
8:00 AM – 4:00 PM EST

Application for Transcript of Marriage Record

\$10.00 Fee Required For Each Transcript Requested, Payable By Money Order, Certified Bank Check (Mail)

WE DO NOT ACCEPT PERSONAL CHECKS

Today's Date: _____

Name of Bride/Groom/Spouse: _____

Previous Surname: _____

Name of Bride/Groom/Spouse: _____

Previous Surname: _____

Date of Marriage: _____

of Transcripts Requested: _____

Purpose of Request: _____

Name of Applicant: _____

Address: _____

Daytime Telephone #: _____

****Please also attach with this form a copy of your State issued photo ID**

Applicant Signature : _____

**Please note that a marriage record is located in the Town where you actually applied for your marriage license, not the Town where the marriage took place.*

**A Daytime phone number must be supplied*

Notary, Please affix your stamp

Sworn to before me this _____ day

Of _____ 20

Notary Public

WALK IN SERVICE

We are located at 1 Overocker Road, Poughkeepsie, NY 12603 on the upper level in the Town Clerk's Office.

Our office hours are 8:00 AM – 4:00 PM Monday through Friday

What Information you should be prepared to provide

- Copy of Photo ID
- Name of Groom
- Maiden Name of Bride
- Date of Marriage
- Place of Marriage
- Purpose of request
- You must be either the Bride/Groom or Spouse
- Your name address and daytime phone number
- If a photo ID is not available, we need two proofs of name and address, such as a copy of current utility bill(gas/electric or phone) will be accepted

When applying in person, you may pay by cash, money order, personal check only if a Town of Poughkeepsie resident.

We have an ATM available but there is a fee charged