

VITAL RECORDS

The City Clerk-Treasurer's office issues all marriages licenses in the City and processes and maintains all birth, marriage, and death records that occur within the City limits.

Certified copies of a vital record or a genealogical record can be obtained by either visiting our office in person or by making a request by mail.

In Person:

Birth, Death, and Marriage Certificates can be obtained Monday through Friday, 8:00 a.m. to 4:45 p.m. with presentation of proper identification.

By Mail:

A written request containing complete information, photocopies of the necessary identification, fee, and return envelope can be sent to the following address:

City of Port Jervis
Attention: Vital Records
PO Box 1002
Port Jervis, NY 12771

Information Needed for *written* requests is as follows:

Birth Certificate—Birth name, birth date, mother's name (with maiden name), father's name, and telephone number

Death Certificate—Decedent's name, date of death, applicant's relationship to decedent, and telephone number

Marriage Certificate—Bride's name, groom's name, date of marriage, and telephone number

Fees: \$10.00 per copy for Birth, Death, or Marriage Certificate and \$22.00 per copy for Genealogy record. If making the request by mail, the payment must be in the form of a money order.

Identification Needed:

Birth Certificate—The person who is named on the birth certificate, a parent of the person named on the birth certificate (requesting parent's name must be on the birth certificate), or other person by order of a New State Court must submit copies of either A or B below.

- (A) One (1) of the following forms of a valid photo-ID—Driver's license, Non-Driver Photo-ID Card, Passport, or Employment ID
- (B) Two(2) of the following showing the applicant's name and address—Utility or telephone bills or letter from a government agency dated within the last six (6) months

Death Certificate—The spouse, parent or child of the deceased or other person who have a documented lawful right or claim, documented medical need, or New York State Court Order must submit copies of either A or B below.

- (A) One (1) of the following forms of a valid photo-ID—Driver's license, Non-Driver Photo-ID Card, Passport, or Employment ID
- (B) Two (2) of the following showing the applicant's name and address—Utility or telephone bills or letter from a government agency dated within the last six (6) months

Marriage Certificate—Either spouse must submit copies of either A or B below.

- (A) One (1) of the following forms of a valid photo-ID—Driver's license, Non-Driver Photo-ID Card, Passport, or U.S. Military issued photo-ID
- (B) Two(2) of the following showing the applicant's name and address—Utility or telephone bills or letter from a government agency dated within the last six (6) months

Genealogical Record—A person requesting a genealogy record must submit photo-ID to obtain the record. Information may be released subject to the following requirements:

Birth Certificate—No information shall be released from a sealed birth certificate;

The birth certificate has been on file for at least 75 years; and

The person to whom the birth certificate relates is known by the applicant to be deceased

Death Certificate—The death certificate has been on file for at least 50 years.

Marriage Certificate—The marriage certificate has been on file for at least 50 years; and

The bride and groom are known by the applicant to be deceased.

****Please Note:** Genealogy copies issued under these circumstances will be uncertified and include the statement "For genealogical purposes only".