



HOW TO APPLY FOR A CERTIFIED COPY OF MARRIAGE
TRANSCRIPT

- Fill out the attached “Application for Copy of Marriage Record” (DOH-301)
- Completed “Notarized Identity Verification” Form (if applying by mail) & Copy of driver’s license or photo ID
- There is a \$10 fee for the search and a certified copy. Check, Cash or Credit Card are accepted forms of payment. Checks are made out to the “Town of Tuxedo”
- Please include a self-addressed envelope if you would like it mailed and include an overnight envelope and postage if it needs to be expedited
- Include your phone number and email address in case there are any questions
- Send documents to:
Tuxedo Town Clerk
One Temple Dr.
Tuxedo, NY 10987
- Office hours are **Monday – Friday, 9am – 3pm** if applying in person

Payment Type: Cash_____ Check_____ Credit Card_____ (*fill out below*)

Name on Card: _____

Credit Card # _____

Card Type: _____

Expiration Date: _____

Security Code: _____

Fees:
Credit Card = 2.55% / \$2.00 min.
Debit Card = \$4.00
E-Check = \$2.00