**TOWN OF PENDLETON**
6570 Campbell Boulevard
Lockport, NY 14094

**Noreen E. Lemma, Town Clerk**
Phone: (716) 625-8833
Fax: (716) 625-6295
nlemma@pendletonny.us

# INFORMATION REGARDING YOUR REQUEST FOR A MARRIAGE RECORD

To Whom It May Concern:

Regarding your request for a certified transcript of a marriage certificate, please note that a **DOH-301** form (attached) must be completed and accompanied with supporting documents establishing a legal right or claim to obtain a certified transcript (e.g., copy of valid driver's license), judicial or other proper purposed to obtain a certification. **NOTE: Signature MUST be notarized if mailing in this request.**

Who is eligible to obtain a marriage certificate copy?

- The spouses
- Other persons who have a:
  - documented judicial or other proper purpose
  - New York State Court Order

What is a judicial or other proper purpose?

- If the applicant is not a spouse, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested marriage record.

The cost for the certified transcript is $10.00, which includes the cost for the search and the certification. Please make check or money order payable to the **Town of Pendleton**.

Requests should be mailed to**: Pendleton Town Clerk, 6570 Campbell Boulevard, Lockport, NY 14094**.

Please contact this office at 716-625-8833 if you have any further questions regarding this process.

Thank you,

Noreen E. Lemma

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