

**Town of Moreau  
351 Reynolds Road  
Moreau, NY 12828-9261**

**Application for Search and Copy of Vital Records**

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Type of record requested:     Certified                       Genealogical  
 (see reverse for regulations)     Birth                               Death                       Marriage

Number of copies requested: \_\_\_\_\_ For death certificates, check one of the following:  
 Include confidential cause of death  
 Do NOT include confidential cause of death

Full name(s) on record\*: \_\_\_\_\_

Relationship between you and the person named on record: \_\_\_\_\_

Date of birth/death/marriage on requested record, if known\*: \_\_\_\_\_

Location of birth/death/marriage, if known: \_\_\_\_\_

For geneological records, death date of the person named in the requested record? \_\_\_\_\_

<b>Fees</b>	
Certified copies of vital records:	\$10 per copy
Genealogical records (not certified):	\$1 per copy
Certified and genealogical records search with <b><i>incomplete* information:</i></b>	\$10 plus fees above for copies
Burial & cemetery records search:	\$10 per search plus \$1 per copy, if required

<b>Notes</b>										
Mail or bring request to the Town Clerk's Office, Town of Moreau, 351 Reynolds Road, Moreau, NY 12828										
Mail request: please send photocopy of ID, and any other required documentation with a self-addressed, stamped envelope & payment.	*Requests that do not include the full name (first, last names) and complete date (month, day, year) relative to the record will be considered <b><i>incomplete.</i></b>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Oldest death record on file = 1882</td> <td style="padding: 5px;">←</td> <td style="padding: 5px;">Records predating these dates</td> </tr> <tr> <td style="padding: 5px;">Oldest birth record on file = 1900</td> <td style="padding: 5px;">←</td> <td style="padding: 5px;">cannot be provided.</td> </tr> <tr> <td style="padding: 5px;">Oldest marriage record on file = 1900</td> <td style="padding: 5px;">←</td> <td></td> </tr> </table>	Oldest death record on file = 1882	←	Records predating these dates	Oldest birth record on file = 1900	←	cannot be provided.	Oldest marriage record on file = 1900	←		
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Oldest birth record on file = 1900	←	cannot be provided.								
Oldest marriage record on file = 1900	←									
<b>Make checks or money orders payable to the Town of Moreau.</b>										

Office Use Only:			
Amount Due: _____	Date Paid: _____	Cash <input type="checkbox"/>	Credit Card <input type="checkbox"/> Check #: _____

### **About Genealogical Records Requests**

No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.

No information shall be released unless the record has been on file for a minimum required period:

- birth records must have been on file for at least 75 years
- death records must have been on file for 50 years
- marriage records must have on file for 50 years (both parties must be deceased).

The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. Proof of the following must be provided:

- Proof of their relationship to the person whose record they are requesting.
- Proof of the death of the person whose birth certificate they are requesting.
- Proof of the death of both spouses whose marriage certificate they are requesting.

A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.

### **Who is Eligible to Obtain Death Certificates?**

The spouse, parent, child or sibling of the deceased.

Other people who have a:

- documented lawful right or claim.
- documented medical need.
- New York State Court Order.

If you are not the spouse, parent, child or sibling of the deceased you must document a lawful right or claim. For example, you may need a death certificate to claim a benefit. You would need an official letter from the agency saying you need the death record to process the claim.

### **Who is Eligible to Obtain Birth Certificates?**

- The person named on the birth certificate.
- A parent of the person named on the birth certificate. The requesting parent's name must be on the birth certificate.
- A spouse, child or others, but only by order of a New York State court.

### **Who is Eligible to Obtain Marriage Certificates?**

Spouses.

Other people who have a:

- documented judicial or other proper purpose.
- New York State Court Order.