

General Requirements for a Vital Records Request

Fill out the form as completely as possible and sign.

Enclose a copy of your photo I.D.

Enclose a money order or (local check only) for \$11.00 per request payable to the Town of Hammond.

Make sure to include a phone number where you can be reached.

Mail the form and all materials to the address:

Pamela Burton, Hammond Town Clerk

PO Box 219

Hammond, NY 13646

Contact us by calling 315-324-5321 ext.11

Email: hammondtownclerk@gmail.com

Town of Hammond

PO Box 219 Hammond, NY 13646 315-324-5321 Ext. 11

General Information and Application for Genealogical Services

To insure a complete search, provide as much information as possible. Please complete the applicable section for each type of record requested: birth, death or marriage. Fee is \$11 dollars per name per search payable to the Town of Hammond.

Birth Information

Name at Birth _____	Name at Birth _____
Date of Birth _____ St. Number _____	Date of Birth _____ St. Number _____
Place of Birth _____	Place of Birth _____
Father's Name _____	Father's Name _____
Mother's Maiden Name _____	Mother's Maiden Name _____

Marriage Information

Name of Bride _____	Name of Bride _____
Name of Groom _____	Name of Groom _____
Date of Marriage _____	Date of Marriage _____
Place of Marriage and/or License _____	Place of Marriage and/or License _____

Death Information

Name at Death _____	Name at Death _____
Date of Death _____ Age at Death _____	Date of Death _____ Age at Death _____
Place of Death _____	Place of Death _____
Names of Parents _____	Names of Parents _____
Name of Spouse _____	Name of Spouse _____

For what purpose is information required? _____

What is your relationship to person whose record is requested? _____

In what capacity are you acting? _____

SIGNATURE OF APPLICANT _____ Date _____

Address _____ Phone _____

Send Record to: Name _____ Address _____ City _____ State _____ Zip _____	If requesting birth and marriage records, please sign the following statement: To the best of my knowledge, the person(s) named in the application are deceased. _____ Signature of Applicant
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Vital Records

The Bureau of Vital Statistics (birth, death and marriage records) is located in the Town Clerk's Office. Office hours are 9-12 and 1-3, Monday through Thursday. Payment may be made by cash, cashier's check, money orders or local check, payable to the Town of Hammond. The fee for all certified copies (birth, death and marriage) is \$10.00. Identification must be shown to obtain a vital record.

Identification Requirements

Application must be submitted with copies of either A or B:

- A. One (1) copy of the following forms of valid photo-ID:
- Driver License
 - Non-Driver photo ID
 - Passport
 - Other government issued photo-ID
- B. Two (2) copies of the following showing the applicant's name and address:
- Utility or telephone bills (current-consecutive months)
 - Letter from a government agency dated within the last (6) months

Please include a photo copy of the applicant's identification to the application.

A certified copy of a birth certificate may be issued only:

- To a person with a New York State Court order
- To the person named on the birth certificate, if 18 years of age or older
- To the parents of the person named on the birth certificate. (no step-parents, grandparents, or siblings)
- To the lawful representative of the person named or the parents of the person named on the birth certificate. (must provide documentation)
- To the Commissioner of Health.
- To a municipal, state or federal agency when needed for official purposes. (documentation required)

A certified copy of a death certificate may be issued only:

- To the Parents, Children, Siblings, Current Spouse (no step children)

A certified copy of a marriage certificate may be issued only:

- To either applicant

Exceptions

1. Legal Guardians – must produce court certified legal guardian papers dated within 6 months
2. Attorney's request on their letterhead or completed form with proper purpose

Requests are processed as soon as possible and returned by US Mail. If next day delivery is required, a postage paid pre-addressed envelope should be included with your request. If you have any questions regarding a time frame you may call our office at 315-324-5321 Ext. 11

Absolutely no information regarding a vital record will be given over the phone.

Genealogy Requests - Our vital records date back to 1885. Birth Certificates must be on file at least 75 years to be considered genealogy. The person to whom the birth certificate relates must be known by the applicant to be deceased. Death Certificates must be on file for at least 50 years. Marriage Certificates must be on file for at least 50 years and the bride and groom are known by the applicant to be deceased. The fee for Genealogical requests is \$11.00 each, payable by cash or money order to the Town of Hammond. Requests for genealogy information may be made in person or via the mail.