



**TOWN OF HENRIETTA**

County of Monroe • State of New York  
475 Calkins Road, P.O. Box 999, Henrietta, N.Y. 14467  
(585) 334-7700 • www.henrietta.org

JACK W. MOORE  
Supervisor

PETER C. MINOTTI  
Deputy Town Supervisor

WILLIAM J. MULLIGAN, JR.  
JANET B. ZINCK  
M. RICK PAGE  
KENNETH BREESE  
Council Members

**Duplicate Marriage Registration Request**

The Town of Henrietta Clerk's office is pleased to be able to assist you with your request for a duplicate copy of your Marriage Registration. Please follow the guidelines below for the fastest service.

Each duplicate Marriage Registration is \$10.00 per copy. How many copies would you like? \_\_\_\_\_

The postage cost for sending the duplicate Marriage Transcript is \$10.00.

Do you want us to mail your copy to you? \_\_\_\_\_

We need to see proof of identification. We will need you to provide us with a notarized copy of the front and back of your driver's license. Please see the **True Copy Affidavit** form for this requirement.

**Name of Bride/Groom/Spouse:** \_\_\_\_\_

**Maiden Name of Bride/Groom/Spouse:** \_\_\_\_\_

**Name of Bride/Groom/Spouse:** \_\_\_\_\_

**Maiden Name of Bride/Groom/Spouse:** \_\_\_\_\_

**Date of Marriage:** \_\_\_\_\_

**Address to mail duplicate License to:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Phone Number:** (      ) \_\_\_\_\_

Once we receive your request, please allow 5-10 business days for processing. If you have any questions, please feel free to contact our office at (585) 359-7040.