

Genealogy Requests

Birth, death and marriage records are not public information and searches will be done by the City Clerk, Deputy City Clerk, or authorized office personnel ONLY.

Fee for searches:

\$22.00 for a 1-3 year search per name
42.00 for a 4-10 year search per name
62.00 for an 11-20 year search per name
82.00 for a 21-30 year search per name

Records of Births, Deaths, and Marriages dating back to 1882 are filed in our office.

- Marriage Licenses that were originally purchased at the Geneva City Clerk's Office
- Birth Records when the birth occurred within the City limits
- Death Records when the decedent was pronounced deceased within the City limits

Time Restrictions:

Marriages: No information shall be issued unless the record has been on file for at least 50 years and both parties named in the record are known to the applicant to be deceased.

Births: No information shall be issued unless the record has been on file for at least 75 years and known to the applicant to be deceased.

Deaths: No information shall be issued unless the record has been on file for at least 50 years.

The time restrictions may be waived if the applicant can show they are a direct descendent and have documentation to show proof of death or other documentation verifying the need for a search.

Due to the small number of staff in the Clerk's Office, walk-in search requests are discouraged. If you can call ahead, we would be happy to get the information ready for you to pick up at a later time.

Requests may be mailed to: Geneva City Clerk's Office
47 Castle Street
Geneva, NY 14456

Contact the City Clerk at (315) 789-2603 for appropriate copy fee.

General Information and Application For Genealogical Services

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.

To insure a complete search, provide as much information as possible.

Please complete for type of record requested, birth, death OR marriage.

| | | |
|-----------------|---|---|
| Birth | Name at Birth _____ | Name at Birth _____ |
| | Date of Birth _____ | Date of Birth _____ |
| | Place of Birth _____ | Place of Birth _____ |
| | Father's Name _____ | Father's Name _____ |
| | Mother's Maiden Name _____ | Mother's Maiden Name _____ |
| Marriage | 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 | 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 _____

| | |
|--|---|
| Send record to: (please print) Name _____ Address _____ City _____ State _____ Zip Code _____ | 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 |
|--|---|

Health Commissioner's Administrative Rules and Regulations *Summary*

1. Genealogical Research

Uncertified copies or abstracts from records of birth, death, and marriage may be provided for genealogical research purposes subject to the restrictions specified in this summary. All requests must be submitted in writing and include payment of the applicable statutory fee. The applicant shall be required to pay the specified fee for the time spent for the search and uncertified copy of notification of no record.

2. Who is authorized to do the searching?

Record searches shall be conducted only by the following persons in the files maintained by their respective agencies:

- a. authorized employees of the State Department of Health;
- b. a local registrar, deputy registrar, or an authorized employee of the registrar;
- c. a town or city clerk, deputy clerk, or an authorized employee of the town or city clerk.

3. What records are available?

- a. No information shall be released from a record of birth which has been placed in a confidential file pursuant to Public Health Law Section 4138.
- b. No information shall be released from a record of birth unless the record has been on file for at least 75 years and the person to whom the record relates is known to the applicant to be deceased.
- c. No information shall be released from a record of death unless the record has been on file for at least 50 years.
- d. No information shall be released from a record of marriage unless the record has been on file for at least 50 years and the parties to the marriage are known to the applicant to be deceased.
- e. The time periods specified in (3B), (3C), and (3D) are waived if the applicant is a descendant or has been designated to act on behalf of a descendant of the person whose record is being requested. A descendant is a person in the direct line of descent. The applicant shall provide documentation of descendancy prior to the release of information in those instances where a waiver of the waiting period is requested. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.
- f. All uncertified copies, abstracts, or information issued for genealogical research purposes shall be clearly marked with the statement "For Genealogical Purposes Only."

4. Genealogy Fee Schedule

Fee schedule per one spelling of name. Fee varies depending on requested number of years to be searched. Unused fees will be refunded.

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|-------------|---------|-------------|----------|
| 1-3 years | \$22.00 | 31-40 years | \$102.00 |
| 4-10 years | \$42.00 | 41-50 years | \$122.00 |
| 11-20 years | \$62.00 | 51-60 years | \$142.00 |
| 21-30 years | \$82.00 | 61-70 years | \$162.00 |