# Town of Manlius

**Carrie Grevelding, Town Clerk**


# Instruction Sheet

Please print a copy of the application, complete and sign.
Mail the completed application with payment and required documentation (see below) to:

Town of Manlius
Town Clerks Office
301 Brooklea Drive
Fayetteville, NY 13066

The Town of Manlius Marriage records date back to circa 1908.

**Fees:** The genealogy search fee is $22.00 per copy for a standard three (3) year search. The fee is for each name and or marriage license requested and increase for a longer period search (please see chart below). If your request yields no results, we will issue a No Record Certification and the fee is NOT refunded. Please complete & submit a request form along with your payment. Cash, check (made payable to the Town of Manlius) or Credit card (with a convenience fee) are accepted as forms of payment. All records will be stamped "For Genealogy Purposes Only".

**Long Search:** If you do not know the approximate year of the event, a search greater than the standard three (3) years will be subject to the following fee schedule for each record requested.

| | | | |
|---|---|---|---|
| 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 |

**Processing time:** Please allow a processing time of up to 8 weeks.

**Available Records:**

- No information shall be released from a record unless the person to whom the record relates is known to be deceased.
- No information shall be released unless the record has been on file for a minimum of 50 years (both parties to the marriage must be deceased).

**Required Documentation:**

- Valid Driver's License or State issued Identification
- Proof of lineage to said Persons
- Signature on Application Notarized


Sara Bollinger, Supervisor

Town Board –Brett Edkins, Ingrid Gonzalez-McCurdy, Alissa Italiano, Katelyn M. Kriesel, Michael Nesci, William Nicholson

# GENEALOGY REQUEST FORM

## TOWN OF MANLIUS

301 Brooklea Drive • Fayetteville, NY 13066
(315) 637-3414 • Fax: (315) 637-0713 • www.townofmanlius.gov

**FOR OFFICE USE ONLY**
Received Date: _____
Request No.: _____
Processed By: _____

| | |
|---|---|
| **Date (MM/DD/YYYY)** | |

### 1. APPLICANT INFORMATION

| | | | |
|---|---|---|---|
| **Applicant's Name** | | | |
| **Mailing Address** | | | |
| **Phone Number** | | **Email Address** | |

### 2. MARRIAGE INFORMATION

| | |
|---|---|
| **Name of Bride** | |
| **Name of Groom** | |
| **Date of Marriage (MM/DD/YYYY)** | |

### 3. REQUEST INFORMATION

| | |
|---|---|
| **What purpose is the information required for?** | |
| | |
| | |
| **What is your relationship to the person?** | |
| | |
| **In what capacity are you acting?** | |
| | |

### 4. APPLICANT CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that the information requested may be subject to applicable laws, regulations, and privacy requirements.

| | |
|---|---|
| **Applicant's Signature** | |
| **Date (MM/DD/YYYY)** | |

**NOTARY PUBLIC (Required if signature is notarized)**

| | | |
|---|---|---|
| State of _____<br>County of _____ | Subscribed and sworn to before me this ____ day of _____, 20____<br>Notary Public Signature: _____<br>My Commission Expires: _____ | NOTARY SEAL |