

# LEGAL-EAZE Visa and Document Service

## NYC DIVORCE RECORDS PROCESSING FORM

To request courier service to obtain NYC divorce records from either Bronx, Brooklyn, or Manhattan, please complete this form (only one needed for multiple documents) and submit it with the following: (1) check or money order for total amount due, payable to "Legal-Eaze"; (2) notarized authorization letter; (3) copy of driver's license; (4) copy of divorce decree; and (5) prepaid return OVERNIGHT mailer (such as FedEx). Please e-mail us at [NYOffice@Legal-Eaze.com](mailto:NYOffice@Legal-Eaze.com) to let us know the request is coming. Confirmation of receipt is by e-mail.

Mail to: **Legal-Eaze, 366 Amsterdam Avenue, Suite 275, New York, NY 10024 (845) 642-2990 Attn: Vital Records**

Please print CLEARLY:

|                        |  |                                              |                         |
|------------------------|--|----------------------------------------------|-------------------------|
| <b>Name:</b>           |  | <b>Date:</b>                                 |                         |
| <b>Address:</b>        |  |                                              |                         |
| <b>City:</b>           |  | <b>State:</b>                                |                         |
| <b>Home Phone:</b>     |  | <b>Work Phone:</b>                           |                         |
| <b>E-mail Address:</b> |  | <b>Fed Ex or Credit Card* No.(exp date):</b> | for fedex purposes only |

**Mailing Address** (for return of documents)  Mailing Address is same as above

\*for overnight mail purposes ONLY (if no mailer enclosed); all other payments by check or money order ONLY.

Please complete if mailing address is different, for example: office address.

|                      |  |               |  |
|----------------------|--|---------------|--|
| <b>Company Name:</b> |  | <b>Attn:</b>  |  |
| <b>Address:</b>      |  |               |  |
| <b>City:</b>         |  | <b>State:</b> |  |
| <b>Work Phone:</b>   |  | <b>Zip:</b>   |  |

I have enclosed a check or money order (credit cards not accepted), payable to "Legal-Eaze" for the following services:

| Type of Service                                                                                                                                         | Fee for each Doc | # of Docs | Subtotal "A" | Legal-Eaze Fee | # of Docs | Subtotal "B" | Amount Due Legal-Eaze (add A + B) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|--------------|----------------|-----------|--------------|-----------------------------------|
| <b>Divorce Decree</b><br><input type="checkbox"/> Bronx<br><input type="checkbox"/> Brooklyn<br><input type="checkbox"/> Manhattan<br>Last Names: _____ | \$ 15.00         | X _____   | = \$ _____   | \$ 100.00      | X _____   | = \$100.00   | \$ _____                          |
| <b>Divorce Decree</b><br><input type="checkbox"/> Bronx<br><input type="checkbox"/> Brooklyn<br><input type="checkbox"/> Manhattan<br>Last Names: _____ | \$ 15.00         | X _____   | = \$ _____   | \$ 100.00      | X _____   | = \$100.00   | \$ _____                          |
| <b>GRAND TOTAL DUE LEGAL-EAZE*</b>                                                                                                                      |                  |           |              |                |           |              | <b>\$</b>                         |

**Important Notes:**

\*payable by check or money order only.

- Please check box to indicate the borough where the divorce was finalized.
- Please write in Last Names of both the Plaintiff and the Defendant.

**New York City Office: 366 Amsterdam Avenue, Suite 275, New York, NY 10024 • (845) 642-2990 • NYOffice@Legal-Eaze.com**

**INSTRUCTIONS:**

If you want Legal-Eaze to obtain vital records (birth/death/marriage/divorce decrees):

- (1) prepare and sign one (1) original authorization letter for each different record requested using the format below;
- (2) attach a copy of your driver's license or passport (with photo) to the letter;
- (3) have notarized;
- (4) enclose a photocopy of the divorce decree; if you do not have a copy, then supply as much information as you have such as full name of the Plaintiff, full name of the Defendant, date of divorce, place of divorce, borough of divorce, year of divorce, and docket number.
- (5) enclose a check payable to "Legal-Eaze" for full amount due;
- (6) enclose a prepaid return overnight fedex envelope (or include a credit card number).

**Mail to:**

Legal-Eaze  
366 Amsterdam Avenue, Suite 275  
New York, NY 10024  
Attn: Vital Records  
(845) 642-2990  
nyoffice@legal-eaze.com

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If you want to proceed with legalization after we obtain the divorce certificate, please visit our website page for "Legalization/Apostilles" and follow the instructions.

Your Name  
Your Address  
Your Phone Number

\_\_\_\_\_, 20\_\_

TO WHOM IT MAY CONCERN:

I hereby authorize Ms. Patti Urban, Mr. Chris P. Moore, Ms. Chandra Moore, or any other employee or agent of Legal-Eaze International Adoption Specialists LLC to obtain vital records for me, including but not limited to, birth/death/marriage/divorce certificates.

The vital records are to be released to the above-named authorized recipient(s) or sent directly to Legal-Eaze International Adoption Specialists LLC at 366 Amsterdam Avenue, Suite 275, New York, NY 10024.

Enclosed is a photocopy of my driver's license.

If you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
Your Name

STATE OF \_\_\_\_\_)  
COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared the within named \_\_\_\_\_, to me known and known to me to be the individual described in and who executed the foregoing and acknowledged that (s)he executed the same.

\_\_\_\_\_  
Notary Public

Attachment: Copy of Driver's License or Passport