

LEGAL-EAZE International Adoption Specialists

NYC Couriers and Dossier Preparers - Celebrating our 13th Year - 1996 to 2009

NYC MARRIAGE RECORDS PROCESSING FORM

To request courier service to obtain NYC marriage records, please complete this form (only one needed for multiple documents) and submit it with the following: (1) money order ONLY for total amount due to the NY City Clerk's Office, payable to "The City Clerk of New York"; (2) check or money order for total amount due to Legal-Eaze, payable to "Legal-Eaze"; (3) notarized authorization letter; (4) copy of driver's license; (5) copy of marriage record; and (6) prepaid return OVERNIGHT mailer (such as FedEx). Please e-mail us at 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:

Name:				Date:	
Address:					
City:		State:		Zip:	
Home Phone:		Work Phone:		Cell Phone:	
E-mail Address:				Fed Ex or Credit Card* No.(exp date):	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.

Company Name:			Attn:	
Address:				
City:		State:		Zip:
Work Phone:				

Enclosed is a money order payable to "The City Clerk of New York" **AND** Enclosed is a check or money order payable to "Legal-Eaze".

Type of Service	NY CITY CLERK ¹			LEGAL-EAZE		
	Filing Fee per Item	# of Docs	Subtotal "A"	Legal-Eaze Fee	# of Docs	Subtotal "B"
<input type="checkbox"/> Short Form ² , first copy <input type="checkbox"/> Short Form, each additional copy	\$ 15.00 \$ 10.00	X 1 X _____	= \$ 15.00 = \$ _____	\$ 90.00 No	X _____ Extra	= \$ 90.00 Charge
<input type="checkbox"/> Long Form ³ with Letter of Exemplification, first copy <input type="checkbox"/> Long Form, each additional copy	\$ 35.00 \$ 30.00	X 1 X _____	= \$ 35.00 = \$ _____	\$ 90.00 No	X _____ Extra	= \$ 90.00 Charge
TOTAL DUE CITY CLERK OF NEW YORK			\$	TOTAL DUE LEGAL-EAZE		

Important Notes:

- The NY City Clerk only accepts **MONEY ORDERS** payable to "The City Clerk of New York".
- This version cannot be legalized for use overseas.
- This version can be legalized for use overseas.

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 certificates, etc.):

- (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 marriage certificate; if you do not have a copy, then supply as much information as you have such as full name of groom, full maiden name of bride, dates of birth, places of birth, date of marriage, place of marriage, borough where you applied for a marriage license, parents' full names (mother's maiden name);
- (5) enclose a money order payable to "The City Clerk of New York" for the full amount due;
- (6) enclose a check payable to "Legal-Eaze" for full amount due;
- (7) 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

=====

If you want to proceed with authentication after we obtain the marriage certificate, please visit our website page for "NYC Courier Service" and follow the instructions.

Your Name
Your Address
Your Phone Number

_____, 200__

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 _____, 200_ 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