

City of Derby, Connecticut

One Elizabeth Street - 06418



Marc J. Garofalo, MPA, CCTC
Town / City Clerk

vitals@derbyct.gov

Telephone (203) 736-1462 Ext. 2
Fax (203) 736-1479

Instructions to Obtain a Copy of a Marriage Certificate by Mail

****For Persons Who Are Already Married****

(If getting married and need to obtain a Marriage License, please see Instructions for Obtaining a Marriage License with Worksheet)

REQUIREMENTS FOR ALL REQUESTS:

- APPLICATION:** Please complete and sign the attached "Application for A Copy of Marriage Certificate." If filling out the form online, please download and save to your computer first so your information will be saved, then reattach to an email when submitting.
- POSTAGE:** Please include a self-addressed stamped envelope for return. If one is not provided, an additional \$1.00 fee will be charged to cover postage costs.
- FEES:** The fee for a marriage certificate is \$20.00 each. Payment can be made by Money Order or Credit Card (personal checks are not accepted). *Please note that if you are paying by credit card, an additional \$2.00 processing fee will apply.*

<u>If Paying By Money Order</u> <i>Make payable to the "City of Derby"</i>	<u>If Paying By Credit Card</u> <i>Credit Card Authorization Form Required (attached)</i>
Marriage Certificate <u>with</u> a return envelope: \$20.00	Marriage Certificate <u>with</u> a return envelope: \$22.00
Marriage Certificate <u>without</u> a return envelope: \$21.00	Marriage Certificate <u>without</u> a return envelope: \$23.00

- SUBMIT:** Requests are processed on the day they are received and can be submitted by:

Email: vitals@derbyct.gov

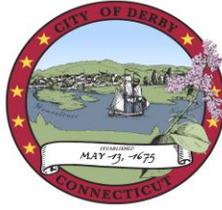
Regular Mail: Marriage Certificate Request
Marc J. Garofalo, Derby Town Clerk
1 Elizabeth Street
Derby, CT 06418

Fax: (203) 736-1479

Please feel free to contact our office during regular business hours should you have any questions or need any further assistance.

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www.derbyct.gov

APPLICATION FOR A COPY OF MARRIAGE CERTIFICATE

Cash or Credit Card when requested in person - Money Order or Credit Card when requested by mail or email. *Credit Card Authorization Form is required if request is via Mail or Email*

Number of copies: _____ \$20 per copy \$_____ Total

Date Requested: _____

Full Name of Spouse or Groom: _____
First Name Last Name

Full Name of Spouse or Bride: _____
First Name Last Name

Date of Marriage: _____
Month Day Year

Place of Marriage: _____
Town

Name of Applicant: _____

Address of Applicant: _____

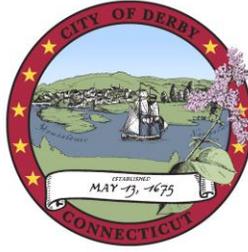
City, State, & Zip Code: _____

Relationship: _____

Signature of Requester: _____

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Credit Card Authorization Form

CARDHOLDER INFORMATION

Name: _____

Billing Street Address: _____

City: _____ State: _____ Postal Code: _____

Country: _____ Email _____

Address: _____

Telephone: (_____) _____ - _____

I authorize a one-time charge against my credit card for the following amount:

\$ _____ **\$20.00** per Certified Copy of Birth, Death, or Marriage Certificate

\$ _____ **\$1.00** USPS First Class Mail (Postage)

\$ _____ **\$30.00** USPS Priority Express (1-2 Days) (Shipping)

\$ _____ **\$2.00** Credit Card Processing Fee (2.5% over \$80.00)

\$ _____ **TOTAL CHARGE**

CREDIT CARD INFORMATION

Credit Card Type: MasterCard Visa American Express Discover Card

Number: _____

Expiration Month: _____ Expiration Year: _____

Cardholder Signature _____ Date _____/_____/_____

Security Code: _____