

Genealogy Request

Information may be released for genealogy research subject to the following requirements:

Birth Certificate

- No information shall be released from a sealed birth certificate;
- The birth certificate has been on file for at least 75 years; and
- The person to whom the birth certificate relates is known by the applicant to be deceased.

Death Certificate

- The death certificate has been on file for at least 50 years

Marriage Certificate

- The marriage certificate has been on file for at least 50 years; and
- The bride and groom are known by the applicant to be deceased.

The time periods specified for birth, death and marriage records 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 such as a son, daughter, grandson, granddaughter, etc. The local registrar must require proof that the requestor is a direct line ancestor when a waiver of the waiting period is requested. Genealogy copies issued under these circumstances must be **uncertified** and include the statement **for genealogical purposes only.**”

Please send a brief request stating your name, the person’s name and relationship to you and your phone number. Include the date of Birth/Death/ Marriage of the person. Send a copy of your photo ID and the fee in cash or money order, only. Send a self-addressed, stamped envelope. Fee: \$22.00 per surname search & 1 copy. \$1.00 per each additional copy. Fee is payable in cash or money order only. Please make money order out to the City of Hornell.

Please include all of the required information and mail to:

City Clerk
82 Main Street
PO Box 627
Hornell, NY 14843