

# General Information and Application For Genealogical Services

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Town of New Hartford  
48 Genesee Street, New Hartford, NY 13413

Phone (315) 733-7500  
Ext. 2322 OR 2325

## VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.
2. Town of New Hartford vital records begin in 1885, with some sporadic recordings from 1847-1883.
3. Please read the Administrative Rule Summary on the reverse side of this sheet, which specifies years available for genealogical research.

TO INSURE A COMPLETE SEARCH, PROVIDE AS MUCH INFORMATION AS POSSIBLE. PLEASE COMPLETE FOR TYPE OF RECORD REQUESTED, BIRTH, DEATH OR MARRIAGE.

|   |   |   |   |
|---|---|---|---|
| B | Name at Birth _____                                   | B | Name at Birth _____                                   |
| I | Date of Birth _____                                   | I | Date of Birth _____                                   |
| R | Place of Birth (Street) _____                         | R | Place of Birth (Street) _____                         |
| T | Circle one: Town/New Hartford OR Village/New Hartford | T | Circle one: Town/New Hartford OR Village/New Hartford |
| H | Father's Name _____                                   | H | Father's Name _____                                   |
|   | Mother's Maiden Name _____                            |   | Mother's Maiden Name _____                            |

|   |  |   |  |
|---|--|---|--|
| M | Name of Bride _____                    | M | Name of Bride _____                    |
| A | _____                                  | A | _____                                  |
| R | Name of Groom _____                    | R | Name of Groom _____                    |
| R | _____                                  | R | _____                                  |
| I | _____                                  | I | _____                                  |
| A | Date of Marriage _____                 | A | Date of Marriage _____                 |
| G | Place of Marriage and/or License _____ | G | Place of Marriage and/or License _____ |
| E | _____                                  | E | _____                                  |

|   |   |   |   |
|---|---|---|---|
| D | Name at Death _____                                   | D | Name at Death _____                                   |
| E | Date of Death _____ Age at Death _____                | E | Date of Death _____ Age at Death _____                |
| A | Place of Death (Street) _____                         | A | Place of Death (Street) _____                         |
| T | Circle one: Town/New Hartford OR Village/New Hartford | T | Circle one: Town/New Hartford OR Village/New Hartford |
| H | Names of Parents _____                                | H | Names of Parents _____                                |
|   | Name of Spouse _____                                  |   | Name of Spouse _____                                  |

For what purpose is information required? \_\_\_\_\_  
What is **your relationship** to person whose record is requested? \_\_\_\_\_  
In what capacity are you acting? \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**INCLUDE LEGIBLE PHOTOCOPY OF YOUR CURRENT DRIVER'S LICENSE (no P.O. box addresses accepted)**

NOTE: If requesting birth and/or marriage records, please sign the following statement: *To the best of my knowledge, the person(s) named in the application are deceased.* AND PROVIDE A CERTIFIED COPY OF THEIR DEATH RECORDS.

Signature of Applicant \_\_\_\_\_

Health Commissioner's  
Administrative Rules and Regulations  
*Summary*

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**1. Genealogical Research**

Uncertified copies or abstracts from records of birth, death, and marriage may be provided for genealogical research purposes subject to the restrictions specified in this summary. All requests must be submitted in writing and include payment of the applicable statutory fee. The applicant shall be required to pay the specified fee for the time spent for the search and uncertified copy or notification of no record.

**2. Who is authorized to do the searching?**

Record searches shall be conducted **ONLY** by the following persons in the files maintained by their respective agencies:

- a. authorized employees of the State Department of Health
- b. a local registrar, deputy registrar, or an authorized employee of the registrar
- c. a town or city clerk, deputy clerk, or an authorized employee of the town or city clerk.

**3. What records are available?**

- a. No information shall be released from a record of birth, which has been placed in a confidential file pursuant to Public Health Law Section 4138.
- b. No information shall be released from a record of birth unless the record has been on file for at least 75 years and the person to whom the record relates is known to the applicant to be deceased.
- c. No information shall be released from a record of death unless the record has been on file for at least 50 years.
- d. No information shall be released from a record of marriage unless the record has been on file for at least 50 years and the parties to the marriage are known to the applicant to be deceased.
- e. The time periods specified in (3B), (3C), and (3D) 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. The applicant shall provide documentation of descendancy prior to the release of information in those instances where a waiver of the waiting period is requested. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.
- f. All uncertified copies, abstracts, or information issued for genealogical research purposes shall be clearly marked with the statement ***“For Genealogical Purposes Only.”***

**4. Genealogy Fee Schedule**

Fee Schedule **per one spelling of name.** Fee varies depending on requested number of years to be searched:

|                          |            |
|--------------------------|------------|
| 1 – 3 year search.....   | \$22       |
| 4 – 10 year search.....  | \$42       |
| 11 – 20 year search..... | \$62       |
| 21 – 30 year search..... | \$82, etc. |

Cashier checks/money orders payable to the  
TOWN OF NEW HARTFORD  
or, Cash