

Office of the Town Clerk

Carmel Town Hall
60 McAlpin Avenue
Mahopac, NY 10541

Alice Daly, Town Clerk
Bella Cimadomo, Deputy Town Clerk

Telephone: 845-628-1500
Fax: 845-628-7434

GENEALOGICAL SERVICES

Requests must be made in writing using the attached NYS Form DOH-4384 (12/05)

Town of Carmel vital records date back to 1882.

We will **only** have the record if:

- The birth occurred in the Town of Carmel
- The death occurred in the Town of Carmel
- The marriage license was purchased here in this Town Clerk's office

Otherwise, you will have to request the record directly from the New York State Department of Health by mailing the attached form DOH-4384 to: NYS Dept. of Health, Vital Records Section, PO Box 2602, Albany, NY 12220-2602.

Please be advised that unless the following time requirements have been met, you must provide documentation showing that you are a direct descendant of the person whose record you are requesting.

- Birth record must be on file for at least 75 years and the person of record must be deceased.
- Death record must be on file for at least 50 years.
- Marriage record must be on file for at least 50 years and both parties to the marriage are deceased.

Note: If these time requirements have been met you do NOT need to provide documentation of descendency.

Genealogy Fee Schedule: Fee varies depending on requested number of years to be searched.

1-3 years -	\$22.00	31-40 years -	\$102.00
4-10 years -	\$42.00	41-50 years -	\$122.00
11-20 years -	\$62.00	51-60 years -	\$142.00
21-30 years -	\$82.00	61-70 years -	\$162.00

Checks or money orders may be made payable to "Alice Daly, Town Clerk" and should be mailed to the above noted address along with a self-addressed stamped envelope.

General Information and Application For Genealogical Services

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

1. FEE - \$22.00 includes search and uncertified copy or notification of no record.
2. Original records of births and marriages for the entire state begin with 1881, deaths begin with 1880, EXCEPT for records filed in Albany, Buffalo and Yonkers prior to 1914. Applications for these cities should be made directly to the local office.
3. The New York State Department of Health does not have New York City records except for births occurring in Queens and Richmond counties for the years 1881 through 1897.
4. 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 the applicable section for each type of record requested: birth, death or marriage.

Birth	Name at Birth _____	Birth	Name at Birth _____
	Date of Birth _____ State File Number _____		Date of Birth _____ State File Number _____
	Place of Birth _____		Place of Birth _____
	Father's Name _____		Father's Name _____
	Mother's Maiden Name _____		Mother's Maiden Name _____
Marriage	Name of Bride _____	Marriage	Name of Bride _____
	Name of Groom _____		Name of Groom _____
	Date of Marriage _____ State File Number _____		Date of Marriage _____ State File Number _____
	Place of Marriage and/or License _____		Place of Marriage and/or License _____
Death	Name at Death _____	Death	Name at Death _____
	Date of Death _____ Age at Death _____		Date of Death _____ Age at Death _____
	Place of Death _____		Place of Death _____
	Names of Parents _____		Names of Parents _____
	Name of Spouse _____		Name of Spouse _____
	State File Number _____		State File Number _____

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 _____ Phone _____

Send record to: (please print)

Name _____

Address _____

City _____ State _____ Zip Code _____

If requesting birth and marriage records, please sign the following statement:

To the best of my knowledge, the person(s) named in the application are deceased.

SIGNATURE OF APPLICANT _____

Health Commissioner's Administrative Rules and Regulations Summary

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 of 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 descendency 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. Unused fees will be refunded.

1-3 years	\$22.00	31-40 years	\$102.00
4-10 years	\$42.00	41-50 years	\$122.00
11-20 years	\$62.00	51-60 years	\$142.00
21-30 years	\$82.00	61-70 years	\$162.00