

Town of Victor - Application for Genealogical Services

Information Page

General Instructions

- Uncertified copies from records of birth, death, and marriage may be provided for genealogical research purposes subject to the restrictions specified.
- Mail or bring in the completed application, copy of your identification, any required documentation, along with payment to: Victor Town Clerk, 85 East Main Street, Victor, NY 14564.
- **No faxed or emailed copies of the application will be accepted.**

Original records available

- No information shall be released from a record unless the person to whom the record relates is known to the applicant to be deceased.
- No information shall be released unless the record has been on file for a minimum required period:
 - Birth records - Must have been on file for at least 75 years and the person to whom the record relates is known to be deceased.
 - Death records for 50 years
 - Marriage records for 50 years (both parties to the marriage must be deceased).
- The time periods above 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 direct line of descent prior to the release of information in those instances where a waiver of the time periods is requested. A party acting on behalf of a descendant shall provide documentation that the descendant authorized the party to make such application.
- All information issued for genealogical purposes will be clearly marked "For Genealogical Purposes Onlr."

Identification requirements – Application must be submitted with copies:

Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.

One (1) of the following forms of valid photo-ID:

- Driver's License
- Non-Driver Photo ID Card
- Passport
- Other government issued photo-ID

Fees

- Cost begins at \$22.00 (please contact Town Clerk for exact fees).
- Payments accepted: check, money order or bank check payable to "Victor Town Clerk".
- Credit card payments accepted in person only (With applicable fees)
- If no record is on file, a "**No Record Certification**" will be issued.