

General Information and Application for Genealogical Services

VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.

*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, death records for 50 years.

*The time periods above are waived if the applicant is a descendant and provides documentation of direct line descent. A party acting on behalf of a descendant shall further provide documentation that the descendant authorized the party to make such application.

1. FEE - \$22.00 includes search and uncertified copy or notification of no record. Make check payable to: Village of West Haverstraw
2. Please include a copy of your valid Driver's License, State issued identification card, or passport
3. Return to: Village of West Haverstraw Clerk's Office, 130 Samsondale Avenue, West Haverstraw, NY 10993

Birth	Name at Birth _____ Date of Birth _____ Place of Birth _____ Father's Name _____ Mother's Maiden Name _____
Death	Name at Death _____ Date of Death _____ Place of Death _____ Names of Parents _____ 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 _____ Phone _____

Send record to: (please print)
 Name _____
 Address _____
 City _____ State _____ Zip _____

If requesting birth and death records, please sign the following statement:
To the best of my knowledge, the person(s) named in the application is (are) deceased.

 SIGNATURE OF APPLICANT