



Donna Lent, Town Clerk
Patricia Ryan, Chief Deputy Town Clerk
One Independence Hill, Farmingville, NY 11738
(631) 451-9120 FAX: (631) 451-9264

Information Page Mail-in Application for Genealogical Services

General Instructions

- Use this application only for *genealogy requests*.
- Print a copy of this application, complete and sign.
- **Mail** application with check or money order and a copy of any required documentation (see below) to:
Donna Lent, Brookhaven Town Clerk
Attn: Registrar
One Independence Hill
Farmingville, NY 11738

Fees: If no record is on file, a **No Record Report** will be issued and the fee is **not** refunded.

- **For standard search:** This includes a three (3) year search. The fee is \$22.00 per copy. The fee is for **each** name or type of record requested.
- **For long search:** When more than a three-year search is requested, the fee for each record in need of a longer search is higher according to the following schedule:

1 - 3 years \$22.00
4 - 10 years \$42.00

The fee applies separately to each record requested. For example, the fee for a request consisting of one birth record (1-year search), plus one death record (7-year search), plus one marriage record (10-year search) is a total of \$106.00 (\$22 + \$42 + \$42 = \$106)

Requests for more than a ten (10) year search should be directed to the New York Department of Health, Vital Records Section, Certification Unit, P.O. Box 2602, Albany, NY 12220-2602.

- Send check or money order payable to the **Donna Lent, Brookhaven Town Clerk**. Do not send cash.

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. **Do not send cash.**

Available Records

- 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, 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 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.

Completing the Form

- Print the completed form, sign and mail to the address shown above.
- You can print out a blank copy of the form and then type or print the required information.
- Be sure to sign the form before mailing and include a check or money order made payable to **Donna Lent, Brookhaven Town Clerk** along with copies of any required documentation.



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VITAL RECORDS COPIES CANNOT BE PROVIDED FOR COMMERCIAL PURPOSES.
Return to: Donna Lent, Brookhaven Town Clerk, Registrar, One Independence Hill, Farmingville, NY 11738

FEE - \$22.00 includes standard search (1-3 years) and uncertified copy or notification of no record.
The FEE for a long search (4-10 years) is \$42.00 and includes an uncertified copy or notification of no record.

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.

Form with columns for Birth, Marriage, and Death records, each with sub-columns for Name, Date, Place, and other details.

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 _____

Form with fields for 'Send record to: (please print)' (Name, Address, City, State, Zip Code) and a signature statement for birth and marriage records.