



Kevin J. LaValle, Town Clerk

One Independence Hill, Farmingville, NY 11738
(631) 451-9101 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:
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.

- **Standard search:** This includes a three (3) year search. The fee is \$22.00 per search for each name and each type of record requested and includes one (1) uncertified copy or notification of no record. For example, if you wish to search for a death certificate and birth certificate for the same person, the total fee would be \$44.00.
- **Long search:** This includes a search of more than three years but less than 10 years. The fee is \$42.00 per search for each name and each type of record requested and includes one (1) uncertified copy or notification of no record.
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 **Kevin J. LaValle, 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 **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: Brookhaven Town Clerk, Attn: 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 for sending records to, including fields for Name, Address, City, State, Zip Code, and a signature statement.