

# Town of Herkimer

114 N. Prospect Street, Herkimer, New York 13350

(315) 866-2690 Fax (315) 866-8105 | townclerk@townofherkimer.org

Krystal Moore, Town Clerk

For requests of copies for Marriage, Birth or Death Certificates or Genealogy Research, please fill out the appropriate NYS Department of Health Application and provide proof of identification.

NYSDOH Form Required for Request	Cost	Requirements	Restrictions
Marriage DOH-301	\$10 per copy	Proof of Identification	Certified copies can only be requested to the couple that was married. If both are deceased, a genealogical certified copy can be requested if a lawyer makes the request on letterhead stating legal and proper purpose.
Birth DOH-296A	\$10 per copy	Proof of Identification	The mother or father listed on the certificate, lawful representative, and the child (under 18; certificate of birth only; parental information not provided and for 18 and over; full certificate of birth or complete transcript.)
Death DOH-294A	\$10 per copy	Proof of Identification	A spouse, parents, children, siblings, domestic partner, grandparents, aunts, uncles, cousins, nieces or nephews, lawful representative, or a person with a NYS Court Order showing necessity, as well as a few other circumstances can access a copy of a death record.
Genealogy Research DOH-1562	Minimum \$22.00. Records are not certified.	Proof of Identification	See the back of the Application for details.

Mail the completed form, a copy of your proof of identification, a check or money order made out to the Town of Herkimer, and any other required documentation to:

Town of Herkimer  
Attn: Krystal Moore  
114 N. Prospect Street  
Herkimer, NY 13350