

TOWN OF SOUTHAMPTON

Main Office

116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5740

Fax: (631) 283-5606



Town Clerk Annex

Phone: (631) 723-2712

Fax: (631) 723-3080

Website:

www.southamptontownny.gov

**OFFICE OF TOWN CLERK
SUNDY A. SCHERMEYER**

Genealogy Record Search Application

(Vital record search for records on file a minimum of 50 or 75-years)

- FEE: \$22.00 includes an initial search up to 3-years (if a date is unknown) and an uncertified copy or notification of no-record. See fee schedule for period searches beyond 3-years.
- Please review the informational sheet for specifics related to Genealogical Research.
- For birth & deaths occurring in Southampton Hospital, please contact the Village of Southampton at 631-283-0247.
- Submit with payment by mail or in person to:

Sundy Schermeyer, Town Clerk
Town of Southampton Town Hall
116 Hampton Road
Southampton, NY 11968

To ensure a complete search, provide as much information as possible. Please complete the applicable section for each type of record requested.

Birth	Name at Birth _____	Birth	Name at Birth _____
	Date of Birth _____		Date of Birth _____
	Place of Birth _____		Place of Birth _____
	Father's Name _____		Father's Name _____
	Mother's Maiden Name _____		Mother's Maiden Name _____
Marriages	Name of Bride _____	Marriages	Name of Bride _____
	Name of Groom _____		Name of Groom _____
	Date of Marriage _____		Date of Marriage _____
	License must have been acquired in the Town of SH.		License must have been acquired in the Town of SH.
Death	Name at Death _____	Death	Name at Death _____
	Date of Death _____ Age at Death _____		Date of Death _____ Age at Death _____
	Place of Death _____		Place of Death _____

What is the intended use of this document? _____

What is your relationship to person whose record is requested? _____

In what capacity are you acting? _____

NAME OF APPLICANT (Please Print) _____ Date _____

Applicant Address _____ Phone _____

If requesting birth and marriage records, please sign the following statement:

To the best of my knowledge, the person(s) named in the application are deceased.

Signature of Applicant

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Genealogy Records Search Information

(Vital record search for records on file a minimum of 50 or 75-years)

What types of vital records are available from the Town of Southampton Clerk's Office?

Uncertified copies of the following types of records are available for genealogy research purposes:

Birth Certificates* – if on file for at least **75yrs** and the person named on the certificate is known to be deceased.

Death Certificates – if on file for at least **50yrs**.

Marriage Certificates* – if on file for at least **50yrs** and both the bride and groom are known to be deceased.

* - Requires proof that the person(s) named in the search are deceased.

Note – births and deaths which take place in Southampton Hospital beginning in 1923 will be on file with the Southampton Village Clerk 631-283-0247

Are the above time periods ever waived?

Yes, the time periods are waived for direct-line descendants (i.e. child, grandchild, great grandchild). The direct-line descendent must provide the following:

- Proof of their relationship to the person whose record they are requesting.
- Proof of the death of the person whose birth certificate they are requesting.
- Proof of the death of the bride & groom whose marriage certificate they are requesting.

What is the fee for a genealogy search?

The standard fee is \$22.00 for up to three-years. This includes an uncertified copy of the record or a no-record report. The following chart indicates the fee for searching more than three-years:

Period Search	Fee
1 to 3 years	\$22.00
4 to 10 years	\$42.00
11 to 20 years	\$62.00
21 to 30 years	\$82.00
31 to 40 years	\$102.00
41 to 50 years	\$122.00
51 to 60 years	\$142.00
61 to 70 years	\$162.00
71 to 80 years	\$182.00
81 to 90 years	\$202.00

(This fee applies to each name search or type of record search requested.)

Please mail the completed application, payment (Town of Southampton) and a stamped, self-addressed envelope to:

Sundy A. Schermeyer, Town Clerk
Southampton Town Hall
116 Hampton Road
Southampton, NY 11968