

MONROE COUNTY VITAL RECORDS GENEALOGY APPLICATION

MAIL TO: MONROE COUNTY GENEALOGY, VITAL RECORDS OFFICE, 740 EAST HENRIETTA ROAD, ROCHESTER, NY 14623

Name:

Event:  Birth  Death Date of Event:

Place: City:  Town (specify):

Father's Name:  Mother's Name:

Name:

Event:  Birth  Death Date of Event:

Place: City:  Town (specify):

Father's Name:  Mother's Name:

Additional Info:

I am entitled to the record because (please check one):

- I am a direct descendent (grandchild, great grandchild, etc.)
- (Birth) I am not a direct descendent but the person is deceased (record must be on file 75+ years)
- (Death) I am not a direct descendent but the record has been on file for 50+ years

Please provide an address where the records are to be sent:

Name:

Address:

City, State, Zip:

Phone:

Genealogy research can take some time. Please allow up to 4-6 weeks to process your request. Any questions on the application or available records please contact [Genealogy@monroecounty.gov](mailto:Genealogy@monroecounty.gov).

**Genealogy Fees are \$22 per RECORD every THREE years searched.** Example: A record searched that has occurred in 1912 will be searched within a 3 year range (1911, 1912, 1913 will be searched). Check or money order only. Make payable to Monroe County Vital Records.

**Tips for better results:**

1. Provide as much detail as possible. Exact dates are helpful - especially the year. Parents' names help us know if we have the right record.
2. **DEATH RECORDS:**
  - a. Before 1899 - If City of Rochester death, need to know place of burial.
  - b. 1899 - 1968 - If decedent did not pass in City of Rochester, must provide town they passed in.
  - c. Please reference our Genealogy Records and Resources information sheet on [www.monroecounty.gov](http://www.monroecounty.gov) prior to ordering as it pertains to the recording dates.
  - d. A "transcript style" will be issued for all events occurring prior to 1928. We do not have long form certificates prior to 1928
  - e. A "long form" certificate can be obtained from the NYS Department of Health for events prior to 1928.