

AFFIDAVIT

Office of the City Clerk
The City Of New York
141 Worth Street
New York, New York 10013

To the City Clerk:

I, _____, hereby authorize the City Clerk of the City of New York to release my marriage records to **ALAN MURRAY** of Notary & Apostille Service, Inc.

(Affiant's Signature)

(Print Your Name)

State of _____
County of _____

Sworn to before me this _____ day of _____, 202__, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which were _____, to be the person(s) whose name is (are) signed on the preceding or attached document and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) (their) knowledge and belief.

[notary public signature]

[Notary Stamp]

MARRIAGE DOCUMENT RETRIEVAL SERVICE

NYC Marriage Records Retrieval Fee is: \$100.00 for 1 (one) document.

Additional marriage documents are:

- \$15 for the short certificate and for each additional short certificate and
- \$35 for the long (extended) certificate and for each additional extended certificate copy.
- If you do not know what year you were married & do not have a license number add \$1 for each year to search.
- Search fee are not refundable.

The above fee(s) is only for the courier service to the New York City, City Clerk's Office, the Search for the record, the Certification of the marriage record, and the (wet pen) Hand Signature with Raised Seal on the marriage record.

To get started with a marriage document Retrieval

1. You must send (Via Postal Mail, FedEx, UPS) One (1) original Notarized authorization letter giving **Alan Murray** permission to retrieve & receive your document(s), see sample letter. The signed & dated Disclaimer/Contract page. A notarized copy sent by email is **not** acceptable by the City Clerk it must be the original signed & stamped.
2. Mail your document to:
Notary & Apostille Service, Inc.
Alan Murray
409 44th St
Copiague, NY 11726-1009 USA
Tel: 866-518-5115 ext. 1,
alanmurray@nynotary4u.com
3. You may also send a photocopy of the marriage record you wish to have retrieved or provide basic information such as the license number, the borough where married, the date married, names of both parties in the marriage, including maiden name if possible.
4. If you are going to use this document in another country (other than in the USA) an Apostille or Consulate/Embassy Legalization maybe required; this is an additional service fee.
5. Instant Payment can be made by sending you a QuickBooks invoice, a PayPal invoice, or by the **Cash App**. You can also send a check, or money order, (there will be a delay in processing your document to make sure your check or money order clears), with your document.
6. **Return mail fee:** USPS Priority mail, 1-3 days or \$8.00, USPS Express mail, 1-2 days, \$28, Fedex overnight to most USA is locations \$35. USPS International mail 3-5 days \$37 or 6-10 days \$65 or for FedEx cost, Call. If you do not include return postage your document may be held or delayed until received or it will be returned to you using USPS First Class mail which has no tracking. **Do not send foreign postage stamps.**

*Apply now for a Cash App account & get \$5.00 for joining at <https://cash.app/app/WNCBXR> you can use this account to send & receive money, spend money using their Cash Card or cash out to your bank account.
Use my code **WNCBXR** and we'll each get \$5.00*

Disclaimer/Contract

Notary & Apostille Service, Inc., is a courier service, & makes no representation as to the suitability of your document for any purpose. Notary & Apostille Service, Inc., will provide the retrieval service for your marriage record from the City Clerk & send it to the name & address you indicate. Notary & Apostille Service, Inc., disclaims any liability for the use of your document.

Notary & Apostille Service, Inc., makes no warranties, express or implied, including, but not limited to, implied warranties or merchantability and fitness for a particular purpose as to the quality, content, accuracy, or completeness of the work done.

In no event will Notary & Apostille Service, Inc. be liable for any damages, including, lost profits, interruption, or other pecuniary loss that might arise from the use your document.

Like all companies, we have legal requirements to protect us from bad clients. My attorney requires me to have this form on file to handle dishonest clients who don't Pay for the service that we provide.

Please sign, date & print your name below on this form & return it with your document.

[Signature]

[Date]

[Print Name]

[Address]

By: /s/ Alan Murray

Name: Alan Murray

Title: President & CEO