

## **General Requirements for a Vital Records Request**

**Fill out the form as completely as possible and sign**

**Enclose a copy of your photo I.D.**

**Enclose a check for \$10.00 per request payable to the Town of  
Morristown.**

**Make sure to include a phone number where you can be reached.**

**Mail the form and all materials to the address to:**

**Morristown Town Clerk  
PO Box 240  
Morristown NY 13664**

**Contact us by calling 315 375-6510  
Email: [townoffice@nny.com](mailto:townoffice@nny.com)**