

[Your Full Name]

[Your Street Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Date]

To: Broome County Clerk's Office

**Subject: Request for Certified Copy of Divorce Decree**

Case of \_\_\_\_\_  
[Your Full Name & Former Spouse's Full Name at time of Divorce]

Dear Clerk of the Court,

I am writing to formally request \_\_\_\_\_ certified cop(ies) of my divorce decree from the case of: (Fill in as much as possible)

- **Index Number (if known):** \_\_\_\_\_
- **Approximate Date of Divorce/Judgment:** \_\_\_\_\_

Please find enclosed Check/ Money order [or Please contact me at the number listed above] for the amount required for the request. \$ \_\_\_\_\_

I have also included a Self-addressed stamped envelope to return the requested documents in.

I have also included a photocopy of my valid government-issued photo ID front and back, or request to send this by email.

a notarized signature.

You can reach me at the phone number or email address listed above if further information or verification is needed. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
[Signature]

Sworn to Before me on this \_\_\_\_ day

\_\_\_\_\_  
[Printed Name]

of \_\_\_\_\_, 20\_\_\_\_\_

Seal