

**APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD**

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

<input type="checkbox"/> I would like a <b>Certified Copy</b> . This copy will establish the identity of the registrant. (To receive a Certified Copy you <b>MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT</b> (select from the list below) <b>AND COMPLETE THE ATTACHED SWORN STATEMENT</b> declaring that you are eligible to receive the Certified Copy. The Sworn Statement <b>MUST BE NOTARIZED</b> if the application is submitted by mail <b>unless you are a law enforcement or local or state governmental agency.</b> )	<input type="checkbox"/> I would like a <b>Certified Informational Copy</b> . This document will be printed with a legend on the face of the document that states, <b>“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.”</b>  <b>(A Sworn Statement does not need to be provided.)</b>
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Fee: **\$14 per copy** (payable to CDPH Vital Records). **PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).

**NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend, the documents contain the same information.**

To receive a **Certified Copy** I am:

- The registrant (person listed on the certificate) or a parent or legal guardian of the registrant (**legal guardians must provide documentation**).
- A party entitled to receive the record as a result of a court order (**please include a copy of the court order**).
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (**Companies representing a government agency must provide authorization from the government agency.**)
- A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.
- An attorney representing the registrant or the registrant’s estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant’s estate. (**If you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.**)

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)		Today’s Date:	
Agency Name (if appropriate)	Agency Case No.	Purpose of Request	
Name of Applicant	Signature of Applicant		
Mailing Address – Number, Street	Amount Enclosed – <b>DO NOT SEND CASH</b> \$ _____ Check    \$ _____ Money Order	Number of Copies	
City	Mailing Address of Person Receiving Copies, if Different from Applicant		
State/Province	ZIP Code	Mailing Address for Copies, if Different from Applicant	
Daytime Telephone (include area code) (    )	Country	City	State    ZIP Code

MARRIAGE RECORD: Complete <b>First</b> and <b>Second Person</b> Information			
Name of First Person/Groom - <b>FIRST</b> Name	<b>MIDDLE</b> Name	<b>CURRENT LAST</b> Name	<b>BIRTH LAST</b> Name
Date of Birth (MM/DD/CCYY)	Place of Birth	<b>Father/Parent</b> of First Person (First, Middle, Last)	
Name of Second Person/Bride <b>FIRST</b> Name	<b>MIDDLE</b> Name	<b>CURRENT LAST</b> Name	<b>BIRTH LAST</b> Name
Date of Birth (MM/DD/CCYY)	Place of Birth	<b>Father/Parent</b> of Second Person (First, Middle, Last)	
Date of Marriage – Month, Day, Year	If Date Unknown, Enter Year(s) to be Searched	County That Issued License	County Where Marriage Took Place

## INFORMATION:

Public marriage records have been maintained in the California Department of Public Health Vital Records (CDPH-VR) since July 1, 1905.

- **1905 through 1948, 1987 through 1997, and 2000 to Present:** While we do preserve these records in our office, due to the time-consuming process of searching marriage records, we **are not able to provide** certified copies of certificates for these years. You will need to contact the County Recorder in the county where the license was issued.
- **1949 through 1986, and 1998 through 1999:** Due to the increased and urgent need for certified copies of birth certificates as proof of identity, CDPH-VR is experiencing lengthy delays in the processing time for marriage records. Since this processing time can easily exceed six months, you should submit your request for a marriage record to the County Recorder's Office in the county where the marriage license was issued.
- **Confidential Marriage Records:** We **do not maintain** confidential marriage records. Contact the County Clerk's Office in the county where the marriage license was issued.
- **Divorce Records:** Maintained only for the years 1962 through June 1984. For these years, we are only able to provide you with a Certificate of Record, which identifies the names of the parties, filing date, county, and case number of the divorce. Copies of the **actual divorce decree** can only be obtained from the Superior Court in the county where the divorce took place. **Our processing time for divorce records can be quite lengthy and may exceed six months.**

## INSTRUCTIONS:

1. Use a separate application for each different record that you are requesting. Include \$14 for each marriage and \$13 for each divorce record request. If we cannot locate the record based on the information you provide, state law requires that we keep the fee (for our searching efforts), but we will provide you with a "Certificate of No Public Record."
2. Provide as much information as possible to help us locate the specific record you are requesting. Complete **First and Second Person Information** for marriage requests, and/or divorce requests. If the information you provide is incomplete or inaccurate, we may not be able to locate the record.
3. Identify the number of copies you want. Include a check or money order made payable to **CDPH Vital Records** (for out-of-country requests, use an international money order payable in U.S. dollars). **PLEASE SUBMIT CHECK OR MONEY ORDER - DO NOT SEND CASH (CDPH CANNOT BE HELD RESPONSIBLE FOR FEES PAID IN CASH THAT ARE LOST, MISDIRECTED, OR UNDELIVERED).** Mail completed application with the fee(s) to the CDPH Vital Records at the address below.
4. **SWORN STATEMENT:**
  - The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the marriage record, and identify their relationship to the registrant(s) – their relationship must be one of those identified on Page 1.
  - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement.**
  - You do not have to provide a Sworn Statement if you request a "Certified Informational Copy" of the marriage record.
5. Mailing Completed Certificates: completed certificates are mailed using the U.S. Postal Service.

California Department of Public Health  
Vital Records – MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410  
(916) 445-2684

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## MARRIAGE

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,  
 (Applicant's Printed Name)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate (Must Be a Relationship Listed on Page 1 of Application)

*(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)*

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (City) (State)

\_\_\_\_\_  
 (Applicant's Signature)

**Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of \_\_\_\_\_ )  
 County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
 (insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.  
 (SEAL)

\_\_\_\_\_  
 SIGNATURE OF NOTARY PUBLIC