

## INSTRUCTIONS

- Mail the following items to CDPH-VR:
  - 1) Completed “Application for Certified Copy of Divorce Record” (VS 113-B).
  - 2) \$14 fee per copy requested.
- Complete a separate application for each record requested.
- Be sure to complete all items required on the application, and provide as much information as possible to help locate the record, otherwise your request may be returned to you for correction.
- Fees are payable to “CDPH Vital Records” via check or money order. International money orders for out-of-country requests must be payable in U.S. dollars. Fees are also non-refundable per state law.
- If CDPH-VR cannot locate the record based on the information you provide, California Health and Safety Code authorizes CDPH-VR to maintain the fee for the search, and CDPH-VR will issue a Certificate of No Public Record (CNPR).
- If you require documentation that a record does not exist, check the CNPR Request on the application.
- Fees previously paid to local registrars and county recorder’s offices cannot be transferred to CDPH-VR.

*Vital Records maintains California divorce records from only 1962 to June 1984.*



California Department of Public Health  
Vital Records – MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410  
(916) 445-2684  
CHSIVitalRecords@cdph.ca.gov  
www.cdph.ca.gov  
CA Relay: 711/1-800-735-2929



## How to Obtain Certified Copies of ***Divorce Records***

January 1, 2019

## AVAILABILITY OF RECORDS

CDPH-VR maintains divorce records for only:

- **1962 through June 1984**

These records consist only of the face sheet of the divorce action — **not the actual divorce decree**. CDPH-VR is only able to provide you with a Certificate of Record, which includes 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.

You can access the following website for Superior Court contact information:

[www.courts.ca.gov](http://www.courts.ca.gov)

CDPH-VR cannot provide a Certificate of Record if the divorce record you are seeking falls outside the range of these years. While CDPH-VR does preserve these records, due to the time-consuming process of searching records, CDPH-VR **is not able to provide** copies of the Certificate of Record for these years. You will need to contact the Superior Court where the divorce was filed.

### ATTENTION:

PLEASE READ THE FOLLOWING INFORMATION  
BEFORE COMPLETING APPLICATION

## PROCESSING TIMES

Because of the lengthy processing time of more than six (6) months, CDPH-VR encourages you to contact the Superior Court where the divorce was filed. The following website provides Superior Court contact information:

[www.courts.ca.gov](http://www.courts.ca.gov)

## APPLICANT NOTIFICATION

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), CDPH-VR will return your request to you with a letter explaining what needs to be corrected.

Please allow a few weeks to receive this document.

## CONTACT INFORMATION

All applications and written inquiries should be mailed to:

**California Department of Public Health  
Vital Records – MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410**

If you still have any questions, please contact the CDPH-VR Customer Service Unit at (916) 445-2684 or [CHSIVitalRecords@cdph.ca.gov](mailto:CHSIVitalRecords@cdph.ca.gov), Monday through Friday, between 8AM – 4PM.

**APPLICATION FOR CERTIFIED COPY OF DIVORCE RECORD**

**INFORMATION:**

Divorce records have been maintained in the California Department of Public Health Vital Records (CDPH-VR) only from **1962 to June 1984**. For these years, CDPH-VR is 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. **Processing time for divorce records can be quite lengthy and may exceed six months.**

**INSTRUCTIONS:**

1. Complete a separate application for each divorce record requested.
2. Complete the **Applicant Information** section and provide your signature where indicated. Provide both **First Person and Second Person** information to identify the divorce record. If the information you furnish is incomplete or inaccurate, CDPH-VR may not be able to locate the record. If you require documentation that a divorce record for the years 1962 through June 1984 **does not** exist, check the box for CNPR (Certificate of No Public Record) Request.
3. Submit \$14 for **each** copy requested. If no divorce record is found, the fee will be retained for searching the record (as required by law) and a “Certificate of No Public Record” will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to **CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER– DO NOT SEND CASH** (CDPH-VR cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).
4. Mail completed applications with the fee(s) to:

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

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).

<b>APPLICANT INFORMATION (PRINT OR TYPE)</b>				<b>Today’s Date:</b>		
Agency Name (if applicable)			Agency Case Number		Inmate ID Number	
Print Name of Applicant			Signature of Applicant		Purpose of Request	<input type="checkbox"/> Check this box for CNPR Request
Mailing Address – Number, Street			Amount Enclosed – <b>DO NOT SEND CASH</b> \$ _____ Check \$ _____ Money Order		Number of Copies	
City			Name of Person Receiving Copies if Different from Applicant			
State/Province		ZIP Code	Mailing Address for Copies if Different from Applicant			
Daytime Telephone Number (    )	Country	Email Address		City	State	ZIP Code

<b>DIVORCE RECORD INFORMATION (PRINT OR TYPE)</b>			
<b>Complete First Person and Second Person information below as shown on the divorce record, to the best of your knowledge.</b>			
Name of First Person – <b>FIRST</b> Name	<b>MIDDLE</b> Name	<b>CURRENT LAST</b> Name	<b>LAST</b> Name (Before Marriage/Domestic Partnership)
Name of Second Person – <b>FIRST</b> Name	<b>MIDDLE</b> Name	<b>CURRENT LAST</b> Name	<b>LAST</b> Name (Before Marriage/Domestic Partnership)
Date of Divorce – Month, Day, Year (If Date Unknown, Enter Year(s))		County of Divorce	