

INSTRUCTIONS

- Mail the following items to our office:
 - 1) Completed "Application for Certified Copy of Marriage Record" (VS 113-A).
 - 2) Notarized sworn statement (if applicable).
 - 3) \$15 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 should be payable in U.S. dollars. Fees are also non-refundable per state law.
- If we cannot locate the record based on the information you provide, California Health and Safety Code authorizes our office to maintain the fee for the search itself, and we will issue a Certificate of No Public Record (CNPR).
- Fees previously paid to local registrars and county recorder's offices cannot be transferred to our office.

Vital Records maintains a permanent record of public marriages that have occurred in California since July 1905.



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



How to Obtain Certified Copies of *Marriage Records*

September 1, 2014

CERTIFIED COPIES AND SWORN STATEMENTS

There are two types of certified copies available upon request:

1) **Certified Copy**

(authorized persons only)

If you are requesting a certified copy, you MUST provide a notarized sworn statement (see page 3 of application) declaring under penalty of perjury that you are authorized by law to receive the certified copy (see application for list of authorized individuals).

If you are requesting a certified copy and a notarized sworn statement is not included, we will not be able to accept your request for processing.

A certified copy can be used to establish the identity of the person named on the certificate.

Note: Only one sworn statement is required for multiple records that are requested at the same time — but the sworn statement must include the name of each person whose record is being requested and your relationship to that person.

2) **Certified Informational Copy**

(any interested person)

If you are requesting a certified informational copy, you DO NOT need to provide a sworn statement.

A certified informational copy has a legend printed on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." Persons who are not eligible to receive a certified copy can receive a certified informational copy.

Both types of documents are certified copies of the original document on file with our office. Depending on the exact year of event, some certified informational copies will have signatures redacted (concealed).

ATTENTION:

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING APPLICATION

RECORDS WE PROVIDE

We can ONLY provide certified copies of certificates for public marriages that occurred in the years:

- **1949 to 1986**
- **1998 to 1999 and 2011 to Present**

We cannot provide a copy of the certificate if the marriage record you are seeking falls outside the range of these years. Our staff is continually indexing older marriage records and will post updates on our website as more years become available for request.

Our office **does not maintain** records of **confidential** marriages. To obtain copies of records not provided by our office, please refer to the enclosed list of county clerk's offices to request copies of these certificates from the county where the license was issued.

CONFIDENTIAL MARRIAGES

A confidential marriage license allows all personal information listed on the certificate to be protected from public view. A copy of the license is available ONLY to the two parties involved, unless there is a court order.

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.), we will return your request to you with a letter explaining what needs to be corrected; or,
- If your request is accepted, we will process the application and mail out a copy of the certificate(s) you requested.

Please allow a few weeks to receive these documents.

If you need your copy sooner, please refer to the enclosed list of county recorder's offices to contact the county where the marriage license was issued. If you have contacted the county in which you believe your license was issued and they cannot locate your marriage license, it is likely your marriage was never registered. The county will be able to give you more information and further instructions.

PROCESSING TIMES

For Years 1949 to 1986:

Because of our lengthy processing time of more than six (6) months, we encourage you to contact the county recorder/clerk office where the marriage license was issued. If you have exhausted all efforts and cannot identify the appropriate county, you can return your request to our office — **but only for the years 1949 to 1986. It is important that you state that you are not able to identify the county where the marriage license was issued.** Vital Records automatically returns requests for copies of marriage certificates during these years, for referral to the county office, unless otherwise noted.

For Years 1998 to 1999 and 2011 to Present:

If you require a copy within the first six months after the date of event, we recommend that you send your request to the county recorder's office where the marriage license was issued, as our office may not have the record available yet. If you choose to send your request to our office within the first six months after the date of event, and we do not have the record available yet, we will issue you a Certificate of No Public Record (CNPR). Our office will retain the fee for the search, per California law.

To check current processing times for certified copies of marriage certificates, visit our website:

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx>

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 our Customer Service Unit at (916) 445-2684, Monday through Friday, between 8AM – 4PM.