APPLICATION FOR CERTIFIED COPY OF A MARRIAGE CERTIFICATE

Effective January 1, 2010, California State Law, Health and Safety Code Section 103526 permits only authorized persons, as defined below, to receive **Certified Copies** of marriage records, valid to establish identity of a registrant. All others will be issued **Certified Informational Copies** that are **not** valid to establish identity.

To receive a Certified Copy you must indicate your relationship to the registrant by selecting from the list below **AND** complete the attached Sworn Statement declaring that you are eligible to receive the Certified Copy. Your signature on the Sworn Statement must be acknowledged by a Notary Public if the application is submitted by mail or fax.

Fees: **$19 per copy** (payable to the Sonoma County Clerk).

Please indicate the type of certified copy you are requesting:

NON-CONFIDENTIAL (PUBLIC) MARRIAGE CERTIFICATE

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

- ☐ The registrant (one of the parties to the marriage)
- ☐ A parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant. (Legal guardian must provide proof).
- ☐ A party entitled to receive the record as a result of a court order (include a certified 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.
- ☐ An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by court to act on behalf of the registrant or the registrant's estate (Include a copy of the power of attorney or documentation identifying you as executor.)
- ☐ I would like a **Certified Informational Copy**. I am not authorized by law to receive a Certified Copy of a non-confidential (public) marriage license. The record will be marked "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY**."

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 exact same information.

CONFIDENTIAL MARRIAGE CERTIFICATE

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

- ☐ One of the parties to the confidential marriage
- ☐ A party entitled to receive the record as a result of a court order (include a copy of the court order with this request).

Those who are not authorized by law to receive a certified copy of a confidential marriage record will receive a letter confirming the existence of a confidential marriage pursuant to Family Code Section 511(c).

DO NOT complete the rest of this form before reading the detailed instructions on Page 3.

APPLICANT INFORMATION (Please print or type)

Printed Name of Person Submitting Application	Signature	Today's Date	Telephone Number – Area Code First	
Address – Number, Street	City		State	Zip Code
Name of Person Receiving Copies, if Different From Above	Number of Copies	Amount Enclosed	Purpose of Request	
Mailing Address for Copies, if Different from above	City		State	Zip Code

MARRIAGE CERTIFICATE INFORMATION – NAMES OF BOTH PARTIES TO THE MARRIAGE (Please print or type)

First Name	Middle Name	Last Name	Last Name at Birth (if different)
First Name	Middle Name	Last Name	Last Name at Birth (if different)

Date of Marriage – Month, Day, Year	County Where License was Issued	County of Marriage

SWORN STATEMENT

(*Required for certified copy of record. This Sworn Statement is not required when requesting an Informational certified copy which is not valid to establish identity)

***Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business must complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public.**

I, _____ (Printed Name), declare under penalty of perjury under the laws of the State of California, 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 marriage record of the following individual(s):

Name of Both Parties Listed on the Marriage Certificate	Your Relationship to the Parties Listed on the Marriage Certificate

(The remaining information must be completed in the presence of a Notary Public or County Clerk staff.)

Subscribed to this _____ (Day) day of _____ (Month), 20____, at _____ (City), _____ (State).

_____
(Signature of Person requesting certified copy)

Note: If submitting your order by mail or fax, you must have your signature on the Sworn Statement acknowledged by a Notary Public using the certificate of acknowledgment below. If submitting your order in person, you must sign this in the presence of County Clerk staff.

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of _____)
County of _____) ss
)

On, _____, before me, _____ (Insert your name), Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name 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,

(Notary Seal)

_____
Notary Signature

INSTRUCTIONS:

1. As of July 1, 2010, ONLY individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Non-Confidential (Public) Marriage Record. (Page 1 of the application identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity." Certified copies of confidential marriage certificates are only available to the parties of that confidential marriage, or those with a court order. Informational copies are not available for confidential marriage certificates.
2. Complete a separate application form for each record of marriage requested.
3. Complete the **Applicant Information** section on the first page of this form and provide your signature where indicated. Provide all the information you have available to identify the record of the registrant under **Marriage Certificate Information**. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
4. Sworn Statement:
    a. 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.
    b. If the application is being submitted by mail or fax, your signature on the Sworn Statement **must be** acknowledged by a Notary Public. (To locate a Notary Public, see your local yellow pages or call your banking institution.).
    c. Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business is required to complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public.
    d. If the application is being submitted in person at the County Clerk's Office, the Sworn Statement **must be signed by you in the presence of County Clerk staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the County Clerk staff at the time you apply for the copy.**
    e. A Sworn Statement does not need to be provided if you are requesting a Certified Informational Copy of the non-confidential (public) marriage record.
5. Submit **$19.00** for **each** certified copy requested:
   If no record of the marriage 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 certified copies you wish and include the correct fee(s) in the form of a personal check, postal or bank money order (International Money Order for out-of-country requests) made payable to the Sonoma County Clerk. Mail this application with the fee(s) and a self-addressed stamped envelope to:

   Vital Records Division
   Sonoma County Clerk-Recorder
   585 Fiscal Drive, Room 103
   Santa Rosa, CA 95403

6. Credit card orders may be processed on-line at www.vitalchek.com. Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card.

   Sonoma County Clerk-Recorder
   585 Fiscal Drive, Room 103
   Santa Rosa, CA 95403
   (707) 565-2645 (phone)
   (707) 565-3957 (fax)