

Note: This form is for mail or fax orders only and cannot be accepted for in-person transactions.



SACRAMENTO COUNTY CLERK/RECORDER APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD \$15.00 PER COPY

Please read the instructions on Page 3 before completing this form.

Part 1 – Applicant Information (please type or print)

First, middle and last name of person requesting the certificate	Telephone number (including area code)
Residential address (street address, city, state and Zip code)	
Delivery address, including city, state and Zip code (if different from residential address) **PO Box cannot be used for overnight delivery.**	

Part 2 – Marriage Record Information

Type of copy: AUTHORIZED or INFORMATIONAL Number of copies:

Name of first party to the marriage (first, middle and last)	Name of second party to the marriage (first, middle and last)
Date of marriage	City where the marriage license was issued

To receive an **authorized certified copy** of the marriage record, **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 authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online.

For confidential marriage records, the applicant must be a party to the confidential marriage. Informational certified copies of confidential marriage records cannot be issued.

<input type="checkbox"/>	The registrant (a party to the marriage identified on the certificate).
<input type="checkbox"/>	A party entitled to the record as a result of court order.
<input type="checkbox"/>	A parent, legal guardian, child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant.
<input type="checkbox"/>	A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
<input type="checkbox"/>	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.

Part 3 – Payment Information (please choose one) Credit card is required for fax orders.

Credit card (+ \$6.00)

Overnight delivery for additional \$19.00

Credit card (+ \$6.00)

Regular mail delivery

Check/money order enclosed

Regular mail delivery

Cardholder's Name	Type of Credit Card			
	VISA	MasterCard	AMEX	Discover
Card Number	Expiration Date			CVC

Submit application with payment via mail or fax. If requesting authorized certified copies, include the notarized Sworn Statement. Make checks payable to the "Sacramento County Clerk/Recorder."

Mail: Sacramento County Clerk/Recorder
P.O. Box 839
Sacramento, CA 95812-0839

Fax: (916) 874-0947

FOR OFFICIAL USE ONLY

Reel	Image	Cert No.	Paper No.
------	-------	----------	-----------

Sworn Statement

To obtain AUTHORIZED certified copies, the following statement must be completed by the applicant and acknowledged by a Notary Public using the certificate form provided below. Failure to submit a notarized Sworn Statement could result in processing delays.

Applicants requesting only INFORMATIONAL copies do not need to complete the statement. For CONFIDENTIAL MARRIAGE records, the applicant must be a party to the marriage. Informational copies of confidential marriage records cannot be issued.

I, _____, declare under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health & Safety Code section 103526(c), and am eligible to receive an authorized certified copy of the marriage record of the following individual:

Applicant's Printed Name

Name of Registrant (marriage party identified on the certificate)	Applicant's Relationship to Registrant (Must be a relationship listed in Part 2 of the Application)

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

Subscribed to this _____ day of _____, _____, at _____.

(Day)

(Month)

(Year)

(City)

(State)

(Signature of Applicant)

Note: Certificate of Acknowledgment must be completed by the Notary Public.

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 _____)

On _____, before me, _____, personally

(insert name and title of the officer)

appeared _____, 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.

(Signature of Notary Public)

[Seal]

Instructions

Note: This form is for mail or fax orders only and cannot be accepted for in-person transactions.

As part of statewide efforts to prevent identity theft, California law requires this office to issue 2 different types of certified copies: **authorized** and **informational**. Both types are certified copies of the original document on file with our office.

An **authorized certified copy** establishes the identity of the registrant (the party to the marriage identified on the certificate). Only individuals who are authorized by Health and Safety Code section 103526 can obtain an authorized certified copy of a marriage record. (Part 2 of the application identifies the individuals who are authorized to make the request.) Applicants requesting an authorized certified copy must complete the **Sworn Statement**, declaring that they are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online. **Certified copies of confidential marriage records are only available to registrants of the confidential marriage.**

All other individuals are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." **Informational certified copies cannot be issued for confidential marriage records.**

Part 1 – Applicant Information

Enter your name and address information in the space provided. Please include a daytime telephone number where we can reach you in case we have any questions regarding your order. Your telephone number will not be used for any other purpose. Include a physical shipping address (street address, city, state, and Zip code) if requesting overnight delivery.

Part 2 – Marriage Record Information

Provide all the information you have available to identify the record. If the information provided is incomplete or inaccurate, the record might be impossible to locate. For each record requested, indicate the type (authorized or informational) and number of certified copies desired.

To request a certified copy of a **Public Marriage** record, indicate the type (authorized or informational) and number of copies desired. To receive an **authorized certified copy**, indicate your relationship to the registrant selecting from the list in Part 2 of the application, and complete the Sworn Statement, declaring under penalty of perjury that you are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online. For authorized certified copies, the Sworn Statement, indicating your relationship to the registrant, and have your Sworn Statement notarized by a Notary Public.

To request a certified copy of a **Confidential Marriage** record, **you must be a party to the confidential marriage**. Indicate your relationship by selecting from the list in Part 2 of the application, and complete the Sworn Statement, declaring under penalty of perjury that you are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online. **Informational certified copies cannot be issued for confidential marriage records.**

Part 3 – Payment Information

PAYMENT BY CREDIT CARD

Payment by credit card is required for all fax orders. Enter the cardholder's name, type of credit card, card number, expiration date (MM/YY), and card verification code (CVC). The CVC is typically a 3-digit number on the back of the credit card. Mail or fax the completed application to our office, or order online at www.VitalChek.com. VitalChek is a private company that provides a secure Internet site, allowing the public to order vital records 24 hours a day. A processing fee of \$6.00 applies to all credit card transactions. When ordering an **authorized** certified copy online through VitalChek, you must also mail or fax your notarized Sworn Statement to our office (address information shown on page 1 of the application). Authorized certified copies cannot be issued without a notarized Sworn Statement.

PAYMENT BY CHECK OR MONEY ORDER

Mail the completed application along with check or money order to our office at the address shown on page 1 of the application. Payments must be made in U.S. dollars in the form of a personal check, cashier's check, certified check, traveler's check, or money order. Make checks payable to: "Sacramento County Clerk/Recorder." A returned check fee of \$53.00 will be charged on all returned checks (Sacramento County Code section 2.01.030).

DELIVERY METHOD

Overnight delivery via UPS Air is available for an additional cost of \$19.00 on orders paid by credit card. Credit card orders are processed within 2 days of receipt. If selecting overnight delivery, be sure to include a physical address (street address, city, state, and Zip code); UPS will not deliver to post office boxes. Orders paid by check or money order are processed within 2 weeks of receipt and shipped via first class postal service.

FEES

The fee is **\$15.00** for each certified copy.

For questions about your order or further assistance, please contact our office:

Telephone: (916) 874-6334
 Toll Free: (800) 313-7133 (within California, outside 916 area code)
 TDD: (800) 735-2929
 Fax: (916) 874-0947