



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
\$14.00 PER COPY

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

Part 1 - Applicant Information (please type or print)

Form fields for Part 1: First, middle and last name of person requesting the certificate; Telephone number (including area code); Residential address (street number and name, city, state and Zip code); Delivery address, including city, state and Zip code (if different from residential address)

Part 2 - Marriage Record Information

Form fields for Part 2: 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

For authorized copies, applicant must claim one of the following relationships and submit the notarized Sworn Statement (page 2 of this form). For confidential marriage records, the applicant must be a party to the confidential marriage.

The registrant (a party to the marriage named on the certificate).

A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.

A party entitled to the record as a result of court order.

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.

A parent, legal guardian, child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant.

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

Credit card (+ \$6.00)

Credit card (+ \$6.00)

Check/money order enclosed

Overnight delivery for additional \$19.00

Regular mail delivery

Regular mail delivery

Form fields for Part 3: 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 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 questions, call our office at (916) 874-6334

FOR OFFICIAL USE ONLY

Form fields for official use: Reel; Image; Cert No.; Paper No.

Sworn Statement

This statement is required for **authorized** copies of a marriage record. Applicants requesting **informational** copies, which are not valid for establishing the identity of the registrant, do not need to complete this statement. **Please note that authorized copies of confidential marriage records are only available to the registrants of the confidential marriage; informational copies cannot be issued.**

I, _____, declare under penalty of perjury under the laws of the State of California,
(Printed Name)
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:

Name of registrant (marriage party named on the certificate)	Applicant's relationship to the registrant
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The applicant must sign this statement and have his/her signature acknowledged by a Notary Public using the Certificate of Acknowledgment below. The notary acknowledgment verifies the identity of the applicant requesting authorized certified copies, not that applicant's relationship to the registrant.

Sworn to this _____ day of _____, _____, at _____.
(Day) (Month) (Year) (City and State)

(Signature of Applicant)

Certificate of Acknowledgement

State of _____)
) SS.
County of _____)

On _____, before me, _____, personally 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)

[Seal]

Instructions

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

Health and Safety Code 103526 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** copy establishes the identity of the registrant (one of the parties to the marriage named on the certificate) and is only available to persons who claim one of the relationships listed in Part 2 of the application. Applicants requesting an authorized copy must sign a statement, under penalty of perjury, that they are an authorized person. **Authorized copies of confidential marriage records are only available to registrants of the confidential marriage.** For mail or fax orders, the applicant's signature must be notarized.

Applicants who cannot claim such a relationship are issued an **informational** copy which bears an inscription across the face of the document, stating: "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." **Informational 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 to identify the record. If the information provided is incomplete or inaccurate, the record might be impossible to locate.

For a certified copy of a **Public Marriage** record, indicate the type (authorized or informational) and number of copies desired. To request authorized copies, the applicant must claim one of the relationships listed and complete the Sworn Statement on page 2. Applicant's signature on the Sworn Statement must be acknowledged by a Notary Public.

For a certified copy of a **Confidential Marriage** record, indicate number of copies requested and complete the Sworn Statement on page 2. Applicant's signature on the Sworn Statement must be acknowledged by a Notary Public. **Authorized copies of confidential marriage records are only available to registrants of the confidential marriage. Informational copies cannot be issue 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** copy on-line 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 copies cannot be issued without a notarized Sworn Statement.

PAYMENT BY CHECK OR MONEY ORDER

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 \$45.00 will be charged on all returned checks (Sacramento County Code section 2.01.035). Mail the completed application along with check or money order to our office at the address shown on page 1 of the application.

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.

COSTS

The cost is **\$14.00** for each certified copy.

Contact Us

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