



# SACRAMENTO COUNTY CLERK/RECORDER

## MAIL ORDER APPLICATION FOR MARRIAGE CERTIFICATE

### \$17.00 PER COPY

**Please read the instructions on Page 3 before completing this form.**  
**Complete additional application forms as necessary to fulfill your order.**

**Part 1 – Marriage Record Information.** Complete the information below as shown on the marriage record, to the best of your knowledge, indicating type and number of certified copies for each record requested.

RECORD REQUESTED	Type:	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

**Part 2 –**To receive an **authorized certified copy** of the record(s) requested, **indicate your relationship to the registrant(s)** 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.

The registrant (a party to the marriage identified on the certificate).
A party entitled to receive the record as a result of court order.
A parent, legal guardian, child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant.
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 a court to act on behalf of the registrant or the registrant’s estate.

### Part 3 – Applicant Information and Payment

Applicant’s Full Legal Name	Telephone Number	
Residential Address: Street Address, City, State and Zip code		
Shipping Address including City, State and Zip code (if different from above) <b>**PO Box cannot be used for expedited delivery.**</b>		
Payment and Delivery Method (Make checks payable to Sacramento County Clerk/Recorder)		
<b>Credit card (+ \$6.00)</b> Expedited delivery for additional \$19.00	<b>Credit card (+ \$6.00)</b> Regular mail delivery	<b>Check/money order enclosed</b> Regular mail delivery
Cardholder’s Name	Card Number	Expiration Date

**Return completed application with payment (and notarized Sworn Statement if requesting authorized certified copies):**

**Mail:** Sacramento County Clerk/Recorder  
 5229 Hazel Avenue, Suite B  
 Fair Oaks, CA 95628

**Fax: (916) 874-0947**

FOR OFFICIAL USE ONLY			
Reel	Image	Certificate 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

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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, and have the Certificate of Acknowledgment completed by a Notary Public.

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

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### Part 1 – Marriage Record Information

Provide all the information you have available to identify the record. If the information provided is incomplete or inaccurate, the record may 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 request a certified copy of a **Confidential Marriage** record, you must be a party to the confidential marriage.

### Part 2 – Authorized Certified Copy

To request an authorized certified copy, you (the applicant) must indicate your relationship to the registrant (i.e., one of the parties identified on the certificate), complete the **Sworn Statement** on page 2, declaring under penalty of perjury that you are eligible to receive the authorized certified copy, and have the **Certificate of Acknowledgment** completed by a Notary Public. Applicants who cannot claim a relationship authorized by Health & Safety Code section 103526 are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." To request a certified copy of a **Confidential Marriage** record, you must be a party to the confidential marriage.

### Part 3 – Applicant Information and Payment

#### APPLICANT INFORMATION

Enter your name, address, and daytime telephone information in the space provided. Your telephone number is required for fulfillment of your order, and may be used in case we have questions regarding your order. Include a physical shipping address (street address, city, state, and Zip code) if requesting expedited delivery.

#### PAYMENT BY CHECK / 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).

#### PAYMENT BY CREDIT CARD

Payment by credit card is required for all fax orders. Complete the cardholder's name, card number, and expiration date (MM/YYYY). A processing fee of \$6.00 applies to credit card transactions that are faxed or mailed to our office for processing. Alternatively, you may order online at [www.VitalChek.com](http://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. Consult the VitalChek website for processing fees associated with vital copy requests.

#### DELIVERY METHOD

Expedited delivery via UPS Air is available for an additional cost of \$19.00 on orders paid by credit card. If selecting expedited delivery, you must include a physical address (street address, city, state, and Zip code); UPS will not deliver to post office boxes. Expedited delivery orders are processed within 2 business days of receipt. Regular Mail orders are processed within 2 weeks of receipt and shipped via first class postal service.

#### FEES

The fee is **\$17.00** 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