APPLICATION FOR CERTIFIED COPY OF A NON-CONFIDENTIAL (PUBLIC) MARRIAGE CERTIFICATE

Effective January 1, 2010, California State Law, Health and Safety Code Section 103526, <u>permits only authorized persons</u> as defined below to receive certified copies of marriage records.

Note: If the marriage license was not issued in San Francisco County, then the San Francisco Assessor-Recorder will not have the marriage certificate. Please order the marriage certificate from the Recorder or County Clerk of the county where the license was issued.

Fees: \$17.00 per copy (payable to San Francisco Assessor-Recorder). If no record of the marriage is found, the \$17.00 fee will be retained for searching the record (Health & Safety Code Section 103650) and a Certificate of No Record will be issued to the applicant. Copies may be obtained in person at or by mail to:

San Francisco Assessor-Recorder's Office, 1 Dr. Carlton B. Goodlett Place, Room 190, San Francisco, CA 94102

Non-Confidential (public) marriage certificate:

To r	eceive a Certified Copy I am:				(This Spa	ce for Office	Use Only)
	The registrant (one of the parti	es to the marriage)					
	A parent, legal guardian, child, sibling, spouse, or domestic pa						
	A party entitled to receive the rorder (include a certified copy request)						
	A member of a law enforceme of another governmental agen- conducting official business						
	An attorney representing the re estate, or any person or agence appointed by a court to act on registrant's estate (if by power the power of attorney with this	ey empowered by st behalf of the registr of attorney, include	atute or ant or the				
cop	se who are not authorized by y of a <u>non-confidential (public</u> eive a certified copy marked " ID DOCUMENT TO ESTABLIS	<u>c)</u> marriage record INFORMATIONAL,	will				
	DO NOT complete the	rest of this form	before read	ing the	detailed ins	tructions o	n Page 3.
API	PLICANT INFORMATION (P	LEASE PRINT O	R TYPE)				
Print	ed Name and Signature of Persor	n Completing Applicati	ion		Today's Date	Telephone N	Number – Area Code First
Addr	ress - Number, Street		City			State	ZIP Code
Nam	e of Person Receiving Copies, if D	ifferent From Above	No. of Copies	Amou	unt Enclosed	Purpose of F	Request
Maili	ng Address for Copies, If Different	From Above	City			State	ZIP Code
NAI	MES OF BOTH PARTIES TO	THE MARRIAG	E (PLEASE F	PRINT	OR TYPE)	ı	
First	Name	Middle Name		Last N	ame as listed on	marriage cert	ificate
First	Name	Middle Name		Last N	ame as listed on	marriage cert	ificate
Date	of Marriage - Month, Day, Year	County Where License	e was Issued	County	y of Marriage		
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SWORN STATEMENT

l,	(Printe	ed Name)	, decla	ıre under pe	alty of pe	rjury under the laws o	of the State of Californ
that I am an a	uthorized person, as	defined in Cali	ifornia Health	and Safety	Code Sect	tion 103526 (c), and a	am eligible to receive a
certified copy	of the marriage certifi	cate of the foll	lowing individ	ual(s):			
Name of Both	Parties Listed on the	Marriage Certi	ficate			Your Relationshi the Marriage Cer	p to the Parties Listed tificate
(The same lating				otana Duklia			
	information must be cor			-			
51	ubscribed to this(D	day of Pay)	(Month)	, 20, ;	I	(City)	(State)
				(Signati	re of perso	n requesting certified co	(yaq
by a Notary	Public using the only in the presence A notary p	Certificate o	or-Recorde	edgment be r staff. completir	low. If s	ertificate verifies	rder in person, you
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INSTRUCTIONS:

- 1. As of January 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. 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:

- 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.
- 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.).
- 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.
- If the application is being submitted in person at the San Francisco Assessor-Recorder's Office, the Sworn Statement must be signed by you in the presence of Assessor-Recorder staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Assessor-Recorder staff at the time you apply for the copy.
- A Sworn Statement does not need to be provided if you are requesting a Certified Informational Copy of a non-confidential (public) marriage record.
- 5. Submit \$17.00 for **each** certified copy requested. If no record of the marriage is found, the \$17.00 fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record. Indicate the number of certified copies you wish and include the correct fee(s) in the form of either a California preprinted check with your name and address (note: Out-of-State checks and any check listing the account holder's address as a P.O. Box will not be accepted) or a U.S. Money Order/U.S. Cashier's Check made payable to the **San Francisco Assessor-Recorder**. Mail this application with the fee(s) and a self-addressed stamped envelope to:

San Francisco Assessor-Recorder's Office 1 Dr. Carlton B. Goodlett Place City Hall, Room 190 San Francisco, CA 94102

For general questions, please call (628) 652-8100

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.