

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 Madera County Office, the Sworn Statement **must be signed by you in the presence of Madera County Clerk/Recorder staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Madera County Clerk/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 **\$15.00** for **each** certified copy requested. If no record of the marriage is found, the **\$15.00** fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record, or a letter confirming the existence of a confidential marriage 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 **Madera County Recorder**. **IMPORTANT:** If a **personal check** is submitted instead of a money order, processing time will be 15 business days.
6. Mail this application with the fee(s) and a self-addressed stamped envelope to:

Madera County
Clerk/Recorder
200 W 4th St
Madera Ca 93637-3548
7. 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.

APPLICATION FOR CERTIFIED COPY OF A MARRIAGE CERTIFICATE

Those who are not authorized by law to receive a certified copy of a non-confidential marriage record will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY"

Non-Confidential marriage certificate:

Confidential marriage certificate (**only the married couple may obtain a Confidential 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
- A party entitled to receive the record as a result of a court order (include a certified copy of the court order with this request)
- A member of the law enforcement agency or a representative of another governmental agency, as provided by law, is 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 (if by power of attorney, include a copy of the power of attorney with this request)
- I AM REQUESTING AN INFORMATIONAL COPY (Not available for a Confidential marriage certificate)**

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Printed Name of Person Completing Application		Today's date	Telephone Number – ()	
Address – Number, Street		City	State	ZIP Code
Name of Person Receiving Copies, If Different from Above	No. of Copies	\$15 each Amount Enclosed	Purpose of Request	
Mailing Address for Copies, If different From Above	City		State	ZIP Code

NAMES OF BOTH PARTIES TO THE MARRIAGE (PLEASE PRINT OR TYPE)

First Name	Middle Name	Last Name as listed on marriage certificate
First Name	Middle Name	Last Name as listed on marriage certificate
Date of Marriage – Month / Day / Year	County Where License was Issued Madera	County of Marriage

SWORN STATEMENT

(Required for certified copy of record)

(Note: This Sworn Statement is not required when requesting an Informational Certified copy)

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

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 certificate of the following individuals.

Name of Couple listed on the Marriage Certificate	Your Relationship to the Couple Listed on the Marriage Certificate

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

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

(Signature of person requesting certified copy)

Note: If submitting your order by mail, you must have your signature on the Sworn Statement acknowledged by a Notary Public using the Certificate of Acknowledgment below.

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

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)

County of _____)

On _____, before me, _____, 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