

## APPLICATION FOR CERTIFIED COPY OF A MARRIAGE CERTIFICATE

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

**Note:** If the marriage license was not issued in San Benito County, then the San Benito County Clerk/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: \$15 per copy (payable to San Benito County Clerk).** If no record of the marriage is found, the \$15 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 or by mail at:

**San Benito County Clerk/Recorder, 440 Fifth Street, Rm. #206, Hollister, CA 95023**

### Please indicate the type of certified copy you are requesting:

Non-confidential (public) 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 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 (if by power of attorney, include a copy of the power of attorney with this request)**

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

Confidential marriage certificate:

To receive a **Certified Copy** I am:

- One of the parties to the confidential marriage**
- 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)**

Those who are not authorized by law to receive a certified copy of a confidential marriage record will receive a letter confirming the existence of a confidential marriage pursuant to Family Code Section 511(c).

**For Office Use Only:**

Type of ID presented: \_\_\_\_\_

ID #: \_\_\_\_\_

Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

DO NOT complete the rest of this form before reading the detailed instructions on Page 3.

### APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Printed Name and Signature of Person Completing Application		Today's Date	Telephone Number – Area Code First ( )	
Address – Number, Street		City	State	ZIP Code
Name of Person Receiving Copies, if Different From Above	No. of Copies	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	County of Marriage

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,  
(Applicant's Printed 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 individual(s):

Name of Person Listed on the Marriage Certificate	Applicant's Relationship to the Person Listed on the Marriage Certificate (must be relationship listed on page 1 of application)

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

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,  
(Day) (Month) (City) (State)

\_\_\_\_\_  
(Applicant's Signature)

**Note: If submitting your order by mail, you must have your signature on the Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)**

**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 \_\_\_\_\_ ) ss

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(Insert your name and title)

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

## INSTRUCTIONS:

1. **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Marriage Record. (Page 1 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."
2. Complete a separate application form for each record of marriage requested.
3. Provide as much information as possible to help us locate the specific record you are requesting. Complete **First Person and Second Person Information** for marriage requests. If the information you provide is incomplete or inaccurate, we may not be able 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 (person listed on the certificate) – the relationship must be one of those identified on Page 1.
  - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement.**
  - You do not have to provide a Sworn Statement if you are requesting a certified informational copy of the marriage record,
5. Submit \$15 for **each** certified copy requested. If no record of the marriage is found, the fee will be retained for searching the record (as required by law) and a Certificate of No Public Record will be issued to the applicant. Indicate the number of copies you want 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 **San Benito County Clerk**. PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH. (San Benito Clerk cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered.)
6. Mail this application with the fee(s) and a self-addressed stamped envelope to:

San Benito County Clerk/Recorder  
440 Fifth Street, Room #206  
Hollister, CA 95023  
831-636-4029 (phone)  
831-636-2939 (fax)
7. Credit card orders may be processed on-line at [www.vitalchek.com](http://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.

---

MARRIAGE RECORD