



**COUNTY OF SAN DIEGO
ERNEST J. DRONENBURG, JR.
ASSESSOR/RECORDER/COUNTY CLERK**



APPLICATION FOR A MARRIAGE CERTIFICATE BY MAIL

**\$14.00 FEE FOR MARRIAGE CERTIFICATE, LETTER CONFIRMING EXISTENCE OF MARRIAGE, OR LETTER OF NO RECORD
NON-REFUNDABLE**

California State Law, Health and Safety Code Section 103526, permits only authorized persons as defined below to receive certified copies of marriage records. 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.”** Those who are not authorized by law to receive a confidential marriage record will receive a **“Letter Confirming the Existence of a Marriage.”** If we cannot find the record based on the information you provide, state law requires that we keep the fee and provide a **“Letter of No Record.”** Please wait 3 weeks from the date of event before submitting your request.

Note: If the marriage license was not issued in the County of San Diego, then the San Diego Assessor/Recorder/County Clerk 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.

<input type="checkbox"/> I would like a certified copy of a <u>non-confidential</u> marriage record. (you must indicate your relationship to the person named on the certificate by marking a box in the list to the right)	I am: <input type="checkbox"/> A registrant (one of the two persons listed on the marriage certificate) <input type="checkbox"/> Entitled to the record as a result of a court order. <i>The original COURT ORDER must be included with this request.</i> <input type="checkbox"/> A parent or legal guardian of a registrant <input type="checkbox"/> A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (<i>Companies representing a government agency must provide authorization from the government agency.</i>) <input type="checkbox"/> A child, grandparent, grandchild, sibling, spouse, or domestic partner of a registrant. <input type="checkbox"/> An attorney representing a registrant or a registrant’s estate, or any person or agency empowered by statute or appointed by a court to act on behalf of a registrant or a registrant’s estate. (<i>If you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.</i>)
<input type="checkbox"/> I would like a certified copy of a <u>confidential</u> marriage record. (you must indicate your relationship to the person named on the certificate by marking a box in the list to the right)	I am: <input type="checkbox"/> A registrant (one of the two persons listed on the marriage certificate) <input type="checkbox"/> Entitled to the record as a result of a court order. <i>The original COURT ORDER must be included with this request.</i>
<input type="checkbox"/> I would like a certified informational copy of a <u>non-confidential</u> marriage OR a letter confirming the existence of a <u>confidential</u> marriage (A sworn statement is not required)	

PLEASE TYPE OR PRINT THE INFORMATION REQUESTED BELOW

MARRIAGE CERTIFICATE: Complete First and Second Person Information			
Name of First Person – First Name	Middle Name	Current Last Name	Birth Last Name
Name of Second Person – First Name	Middle Name	Current Last Name	Birth Last Name
Date of Marriage – Month, Day, Year		No. of Copies	

Note: The Sworn Statement must accompany this request in our office before a certificate can be issued with the exception of a certified informational copy.

Requestor’s Name: _____
PLEASE PRINT

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California, that I am an
 (print name)
 authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the
 marriage record of the following individual(s):

Names of Both Persons Listed on the Marriage Certificate	Number of Copies	Applicant's Relationship to Person Listed on the Marriage Certificate

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

 (Applicant's Signature)

Note: If submitting your order by mail and requesting a Certified Copy, you must have your sworn statement notarized using the Certificate of Acknowledgement below. The notary is only verifying the identity of the person requesting the copy not the relationship to the registrant.

Only one notarization is required even though the requester may have a different authorized relationship to each record being requested, (i.e. Mother on one request, Registrant on another request, etc.).

CERTIFICATE OF ACKNOWLEDGMENT

State of _____ County of _____

On _____, before me, _____,
 (Insert name and title of the officer)

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.

<input type="checkbox"/> Personally Known OR <input type="checkbox"/> Produced Identification. Type of Identification produced _____
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WITNESS my hand and official seal.

 NOTARY SIGNATURE

Mail Certificate to:

Name _____
 Address _____
 City, State, Zip _____
 Email _____
 Phone (_____) _____
 Number of _____ x \$14.00 = _____
 TOTAL = _____

Please mail this request along with your payment (check or money order payable to SD County Recorder) to:

San Diego Recorder/County Clerk
 Attn: Vital Records
 P.O. Box 121750
 San Diego, Ca 92112-1750