

**SANTA CRUZ COUNTY RECORDER**  
**APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD**  
**PLEASE REVIEW THE INSTRUCTIONS ON THE BACK OF THIS FORM BEFORE COMPLETING**

**FEE: \$17.00 per copy**

**1** **CERTIFICATE INFORMATION**

**First Person:**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Current last name \_\_\_\_\_ Birth Last Name \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_

**Second Person:**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Current Last Name \_\_\_\_\_ Birth Last name \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Date of Marriage or approximate years: \_\_\_\_/\_\_\_\_/\_\_\_\_ County That Issued License: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

<input type="checkbox"/> I am Requesting an <b>AUTHORIZED</b> copy	<input type="checkbox"/> I am requesting an <b>INFORMATIONAL</b> copy (If you are requesting an Informational copy, skip to section 4)
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**3** To obtain an Authorized Certified Copy you must check the appropriate box below. (For mail-in requests take application to a Notary Public)

**I am:**

- The person listed on the marriage record or a parent or legal guardian of the person (Legal guardians should Provide documentation)
- A party entitled to receive the record as a result of a court order (please include a copy of the court order)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business (Companies representing a government agency must provide authorization from the government agency)
- A child, grandparent, grandchild, sibling, spouse or domestic partner of the person listed on marriage record
- An attorney representing the person or the person's estate whose name is listed on the marriage record or any person or agency appointed by the court to act on behalf of the person or the person's estate whose name is listed on the marriage record. (If you are requesting a Certified Copy under a power of attorney, please include a court certified copy of the power of attorney with this application form.)

<b>4</b> <b>Purchased by:</b>	<b>BELOW SECTION FOR OFFICE USE ONLY</b>		
Print Full Name _____	Receipt # _____	Year/ Cert. # _____	
Mailing Address _____	DL/ID # _____		Expiration Date: ____/____/____
City: _____ State: _____ Zip _____	Cash <input type="checkbox"/>	Check <input type="checkbox"/>	TOTAL \$: _____
Phone # ( _____ ) _____	Banknote # _____		DEPUTY CLERK: _____

**5** I, \_\_\_\_\_ swear or affirm under penalty of perjury that I am an authorized person, as

Name

defined in California Health and Safety Code Section 103526 (c), eligible to receive a certified copy of the marriage record identified on this application form.

Sworn: \_\_\_\_\_ at \_\_\_\_\_

(Date) (City, State)

Signature: \_\_\_\_\_

**(Applicant Signature)** (If ordering in person you must sign this in front of the clerk)

# APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD

1. Complete a separate application form for each person whose marriage record is requested. **If no record is found, the fee will be retained for searching as required by law and a Certificate of No Record will be issued.**
2. An **Authorized Certified Copy** of a marriage record will establish the identity of the registrant. An **Informational Certified Copy** contains the same information but will not establish the identity of the registrant. California law permits only specified persons (as listed on the application) to receive Authorized Certified Copies of marriage records. All others may only receive an Informational Certified Copy, marked with the legend **“Informational, Not a Valid Document to Establish Identity.”**
3. Complete the **Certificate Information** section, providing all the information you can. Be sure to give the registrant’s **full names**. If the information you furnish is incomplete or inaccurate, we may not be able to find the record.
4. In sections 2 and 3, specify whether you are requesting an Authorized Certified Copy or an Informational Certified Copy and mark the option that entitles you to an Authorized Certified Copy. If you are requesting only an Informational Certified Copy, you do not need to mark any of the five options on the list or submit the sworn statement on the last page; just complete the “Certificate Information” and “Purchased by” sections.
5. Complete the **Purchase By** section. Include your full name, mailing address and phone number.
6. **SWORN STATEMENT:**  
If you *apply in person*, you must sign the sworn statement *in the presence of the Recorder’s Office staff*.  
If you *mail your request*, your sworn statement and signature must be notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or contact your banking institution.) Any request for an Authorized Certified Copy that does not include a notarized sworn statement will be returned without processing. Law enforcement and local and state government agencies are exempt from the notary requirement.
7. **Submit \$17 (cash, check (Local Only) or money order) for each Authorized Certified Copy or Informational Certified Copy requested.** Indicate the number of copies you want, which type you want, and include sufficient payment with this application, in the form of a personal check (local) or a postal or bank money order (International Money Order for out-of-country requests) made payable to **County Recorder**.
8. Submit **this application** with the **sworn statement** and **payment** (cash, check, or money order only) to:  

<u>(in person)</u> <b>Santa Cruz County Recorder</b> 701 Ocean St., Room 230 Santa Cruz, CA 95060	<u>(by mail, with sworn statement notarized)</u> <b>Santa Cruz County Recorder</b> 701 Ocean Street, Room 230 Santa Cruz, CA 95060
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<b>Contact Information:</b> (831) 454-2800 Email: <a href="mailto:RCD.Web@santacruzcounty.us">RCD.Web@santacruzcounty.us</a>	<b>Hours:</b> Monday-Friday 8:00 am to 12:00 pm 1:00 pm to 4:00 pm
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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, \_\_\_\_\_ Notary Public, personally appeared  
(DATE) (PRINT NAME AND TITLE OF THE OFFICER)

\_\_\_\_\_  
(INSERT NAME OF PERSON BEEING ACKNOWLEDGED)

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 acknowledgment 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 certified 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 \_\_\_\_\_  
(OFFICER SIGNATURE)

(SEAL)