



PLACER COUNTY CLERK-RECORDER

APPLICATION FOR A CERTIFIED COPY OF A MARRIAGE RECORD

Fees: \$15 per copy for a "Public Marriage Certificate" - \$20 per copy for a "Confidential Marriage Certificate" (payable to the Placer County Clerk). 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 Record" will be issued to the applicant. Copies may be obtained in person or by mail at:

Placer County Clerk-Recorder, 2954 Richardson Drive, Auburn CA 95603

Please indicate the type of certified copy you are requesting:

PUBLIC MARRIAGE CERTIFICATE (Non-Confidential):

To receive an authorized 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 (must 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 (must provide documentation to prove this)

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

CONFIDENTIAL MARRIAGE CERTIFICATE:

To receive an authorized 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 (must include a certified copy of the court order with this request)

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Number of Copies ordered: _____

Name of Applicant	Today's Date	Telephone Number – Including Area Code ()	
Mailing Address – Number, Street	City	State	ZIP Code

NAMES OF BOTH PARTIES TO THE MARRIAGE AS LISTED ON THE MARRIAGE CERTIFICATE (PLEASE PRINT OR TYPE)

First Name	Middle Name	Last Name (Maiden Name, if applicable)
First Name	Middle Name	Last Name (Maiden Name, if applicable)
Date of Marriage – Month, Day, Year	City of Marriage	County of Marriage

Internal Use Only		
Receipt #: _____	DL #: _____	Date: _____
Bk/Page: _____	Bank Note #: _____	Deputy: _____

Marriage Certificate Instructions

As part of statewide efforts to prevent identity theft, California law requires this office to issue 2 different types of certified copies: **authorized** and **informational**. Both types are certified copies of the original document on file with our office.

An **authorized certified copy** establishes the identity of the registrant (one of the parties to the marriage named on the certificate). Only individuals who are authorized by Health and Safety Code section 103526 can obtain an authorized certified copy of a marriage record. (Part 2 of the application identifies the individuals who are authorized to make the request.) Applicants requesting an authorized certified copy must complete the **Sworn Statement**, declaring that they are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online.

All other individuals are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

Marriage Record Information

Provide all the information you have available to identify the record. If the information provided is incomplete or inaccurate, the record might be impossible to locate. For each record requested, please indicate the number of certified copies desired.

Authorized Certified Copy – Public Marriage Records

To request an authorized certified copy, you (the applicant) must indicate your relationship to the registrant (one of the parties to the marriage named on the certificate) and complete the Sworn Statement, declaring under penalty of perjury that you are eligible to receive the authorized certified copy. The Sworn Statement must be notarized if the application is submitted by mail, fax, or online. Applicants who cannot claim a relationship authorized by Health & Safety Code section 103526 are issued an **informational certified copy**, which is marked: "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."

Authorized Certified Copy – Confidential Marriage Records

An authorized copy of a confidential marriage record may only be issued to a registrant (one of the parties) of the confidential marriage or by court order. Per Health & Safety Code section 102526 (b)(2), informational copies of confidential marriage records cannot be issued.

Applicant Information and Payment

APPLICANT INFORMATION

Enter your name and address information in the space provided. Please include a daytime telephone number where we can reach you in case we have any questions regarding your order. Your telephone number will not be used for any other purpose.

PAYMENT BY CHECK / MONEY ORDER

Mail the completed application along with check or money order to our office at the address shown on page 1 of the application. Payments must be made in U.S. dollars in the form of a personal check, cashier's check, certified check, traveler's check, or money order. Make checks payable to: "Placer County Clerk-Recorder." A returned check fee of \$65.00 will be charged on all returned checks (Placer County Code section 2.116.090).

PAYMENT BY CREDIT CARD

Payment by credit card is required for all fax orders. Enter the cardholder's name, type of credit card, card number, expiration date (MM/YY), and card verification code (CVC). The CVC is typically a 3-digit number on the back of the credit card. Mail or fax the completed application to our office. A processing fee of 2.25% applies to, and will be added to, all credit card transactions.

ONLINE ORDERS

Online orders may be made at www.VitalChek.com. VitalChek is an external authorized online ordering agent for government vital records who provides a secure Internet site, allowing the public to order vital records 24 hours a day. All VitalChek orders must be paid via credit card and a processing fee of \$12.95 applies to all VitalChek transactions.

FEES

The fee for a public marriage certificate is **\$15.00** per copy – The fee for a confidential marriage certificate is **\$20.00** per copy.

For questions about your order or further assistance, please contact our office:

Telephone: (530) 886-5600
Fax: (530) 886-5687