



COUNTY OF HUMBOLDT

Kelly E. Sanders
County Clerk, Recorder and Registrar of Voters

County Clerk / Recorder
825 Fifth St., Fifth Floor
Eureka, CA 95501
(707) 445-7593 / (888) 486-2732

APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD

INFORMATION:

- This application includes instructions for in office purchase(s) and mail in request(s).
- Use a separate application for each different record that you are requesting.
- Fee per copy is **\$17.00**.

INSTRUCTIONS:

- The application starts on page 3.
 - ♦ **[Certified Copy]** or **[Certified Informational Copy]** - Start the application by selecting the Type of copy you want. Select only one.
 - ♦ **[To receive a Certified Copy I am:]** - If you selected “Certified Copy”, then choose one of the authorized relations in the box. If you selected the “Certified Informational Copy”, then skip this section.
 - ♦ **[REQUESTOR INFORMATION]** - This is filled out by the person seeking the information. If you are not an agency seeking this information then skip the first line in this section. Complete the rest of this section using your information. The **[Mailing Address of Person Receiving Copies, if Different from Requestor]** only needs to be filled out if you want the copy mailed to a different address.
 - ♦ **[MARRIAGE RECORD INFORMATION]** - This section is completed with information about the couple listed on the Marriage License. Complete First and Second Person Information on the application. Provide as much information as possible to help us locate the specific record you are requesting. If the information you provide is incomplete or inaccurate, we may not be able to locate the record.
- Page 4 or the backside of the application may or may not need to be completed.
 - ♦ **[Sworn Statement]** - You do not have to provide a Sworn Statement if you request a “Certified Informational Copy”. For the “Certified Copy”, the authorized requesting individual 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(s). (Their relationship must be one of those identified on Page 3 of the application.)

- ◆ **[CERTIFICATE OF ACKNOWLEDGMENT]** - The “Certificate of Acknowledgement” can only be completed by a Notary Public and is required if you are mailing in the application or submitting the application in our drop box.

Exceptions:

- *You do not have to provide a Sworn Statement if you request a “Certified Informational Copy”.
- *Not required when appearing in person with valid photo ID.
- *Law enforcement and state/local governmental agencies are exempt from the notary requirement.

(To find a Notary Public, see your local yellow pages or call your banking institution.)

Mailed or Submitted Drop Box Requests:

- You can mail or submit your application to:
Humboldt County Clerk / Recorder
825 5th Street, 5th Floor
Eureka, CA 95501
- Recommend Check or Money order made payable to: Humboldt County Clerk/Recorder.
Humboldt County cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered.

In Office Purchase:

- You may come in person and complete an application at:
Humboldt County Clerk / Recorder
825 5th Street, 5th Floor
Eureka, CA 95501

Hours: M-F 8:30a to 4:30p. Open during the lunch hour.

- We accept Cash, Checks, Money Orders and Cards (Debit, Visa, Mastercard, Discover)
- American Express **is not** accepted.



APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD

DO NOT Complete This Application Before Reading the Instructions on Page 1 & 2.

I would like a **Certified Copy**. This copy will establish the identity of the registrant. (To receive a Certified Copy you **MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT** (select from the list below) **AND COMPLETE THE ATTACHED SWORN STATEMENT** declaring that you are eligible to receive the Certified Copy. **The Sworn Statement MUST BE NOTARIZED** if the application is submitted by mail *unless you are a law enforcement of state/local government agency.*)

I would like a **Certified Informational Copy**. This document will be printed with a legend on the face of the document that states: **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH Identity."**

(The Sworn Statement does not need to be completed.)

NOTE: Both document are certified copies of the original document on file in our office. With the exception of the legend, the documents contain the exact same information.

Fee: **\$17.00 per copy** (payable to Humboldt County Clerk/Recorder). **PLEASE SUBMIT CHECK OR MONEY ORDER—DO NOT MAIL CASH.** (Humboldt County Clerk/Recorder cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered.)

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

- The registrant (person listed on the certificate) or a parent or legal guardian of the registrant (*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 order*).
- A member of law enforcement agency or representative of another governmental agency, as provided by law, who is conducting official business in this regards. (*Companies representing a government agency must provide authorization from the government agency.*)
- A child, grandparent, grandchild, brother or sister, or domestic partner of the registrant is eligible.
- 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 you are requesting a Certified Copy under a power of attorney, please include a copy of the power of attorney with this application form.*)

PLEASE TYPE OR PRINT THE INFORMATION REQUESTED BELOW EXCEPT WHERE SIGNATURE IS REQUIRED

REQUESTOR INFORMATION		Today's Date:		
Agency Name(if applicable)	Agency Case Number	Inmate ID Number		
Name of Requestor	Purpose:			
Mailing Address—Number,Street	Amount Enclosed— DO NOT SEND CASH \$	Number of Copies		
City	Mailing Address of Person Receiving Copies, <u>if Different from Requestor</u>			
State / Province	Zip Code			
Daytime Telephone (include area code)	Country	City	State	Zip Code

MARRIAGE RECORD INFORMATION (PLEASE PRINT OR TYPE)
Complete First Person and Second Person information as shown on the marriage record, to the best of your knowledge.

Name of First Person- FIRST Name	MIDDLE Name	CURRENT LAST Name	LAST Name (Before Marriage/Domestic Partnership)
Date of Birth (MM/DD/CCYY)	Place of Birth	Father/Parent of First Person (First, Middle, Last)	
Name of Second Person- First Name	MIDDLE Name	CURRENT LAST Name	LAST Name (Before Marriage/Domestic Partnership)
Date of Birth (MM/DD/CCYY)	Place of Birth	Father/Parent of Second Person (First, Middle, Last)	
Date of Marriage (MM/DD/CCYY)	If Date Unknown, Enter Year(s)	County That Issued License	County Where Marriage Took Place

SECTION BELOW IS FOR CLERK/RECORDER'S USE ONLY

Book & Page Number	Bank Note Paper Number(s)	Type of I.D. & Identifying Information	Date Processed	Clerks Initials
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SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California,
 (Requestor'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 a certificate of the following individual(s):

Name of Person Listed on Certificate	Requestors Relationship to Person Listed on Certifi- (Must be a Relationship Listed on Page 3 of Application)

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

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

 (Requestor's Signature)

Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgement below. The Certificate of Acknowledgement must be completed by a Notary Public. (Law enforcement and state/local 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 _____)

On _____ before me, _____, personally appeared _____,
 (insert name and title of the officer)

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.

WITNESS my hand and official seal.
 (SEAL)

 SIGNATURE OF NOTARY PUBLIC