APPLICATION FOR CERTIFIED COPY OF A NON-CONFIDENTIAL (PUBLIC) 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 Francisco County, then the San Francisco Assessor-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: $14.00 per copy (payable to San Francisco Assessor-Recorder). If no record of the marriage is found, the $14.00 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 Francisco Assessor-Recorder's Office, 1 Dr. Carlton B. Goodlett Place, Room 190, San Francisco, CA 94102

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"

(This Space for Office Use Only)

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

(*Required for certified copy of record. This Sworn Statement is not required when requesting an Informational certified copy which is not valid to establish identity)

***Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business must complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public.**

I, _____, declare under penalty of perjury under the laws of the State of California,
(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 Both Parties Listed on the Marriage Certificate	**Your Relationship to the Parties Listed on the Marriage Certificate**

(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)

_____
(Signature of person requesting certified copy)

Note: If submitting your order by mail or fax at (415) 554-4803, you must have your signature on the Sworn Statement acknowledged by a Notary Public using the Certificate of Acknowledgment below. If submitting your order in person, you must sign this in the presence of Assessor-Recorder staff.

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)
) ss
County of _____)

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. As of January 1, 2010, **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Non-Confidential (public) Marriage Record. (Page 1 of the application 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." Certified copies of confidential marriage certificates are only available to the parties of that confidential marriage. Informational copies are ***not*** available for confidential marriage certificates.

2. Complete a separate application form for each record of marriage requested.

3. Complete the **Applicant Information** section on the first page of this form and provide your signature where indicated. Provide all the information you have available to identify the record of the registrant under **Marriage Certificate Information**. If the information you furnish is incomplete or inaccurate, it may be impossible 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.
   - If the application is being submitted by mail or fax, your signature on the Sworn Statement **must be** acknowledged by a Notary Public. (To locate a Notary Public, see your local yellow pages or call your banking institution.).
   - Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business is required to complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public.
   - If the application is being submitted in person at the San Francisco Assessor-Recorder's Office, the Sworn Statement **must be signed by you in the presence of Assessor-Recorder staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Assessor-Recorder staff at the time you apply for the copy**.
   - A Sworn Statement does not need to be provided if you are requesting a Certified Informational Copy of a non-confidential (public) marriage record.

5. **Mail-In Orders** – Submit $14.00 for **each** certified copy requested. If no record of the marriage is found, the $14.00 fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record. Indicate the number of certified copies you wish and include the correct fee(s) in the form of either a California preprinted check with your name and address (note: Out-of-State checks and any check listing the account holder's address as a P.O. Box will not be accepted) or a U.S. Money Order/U.S. Cashier's Check made payable to the **San Francisco Assessor-Recorder**. Mail this application with the fee(s) and a self-addressed stamped envelope to:

San Francisco Assessor-Recorder's Office
1 Dr. Carlton B. Goodlett Place
City Hall, Room 190
San Francisco, CA 94102

6. **Credit Card Orders** may be processed on-line at www.vitalchek.com or by phone by calling (800) 669-8312. Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card.