APPLICATION FOR CERTIFIED COPY OF A NON-CONFIDENTIAL (PUBLIC) MARRIAGE CERTIFICATE

Effective January 1, 2010, California State Law, Health and Safety Code Section 103526, <u>permits only authorized persons</u> 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: \$17.00 per copy (payable to San Francisco Assessor-Recorder). If no record of the marriage is found, the \$17.00 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 at or by mail to:

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:					(This Space for Office Use Only)				
	The registrant (one of the parti-								
	A parent, legal guardian, child, sibling, spouse, or domestic pa								
	A party entitled to receive the rorder (include a certified copy request)								
	A member of a law enforcement of another governmental agency conducting official business								
	An attorney representing the reestate, or any person or agence appointed by a court to act on registrant's estate (if by power the power of attorney with this								
cop	se who are not authorized by y of a <u>non-confidential (public</u> eive a certified copy marked " ID DOCUMENT TO ESTABLIS	<u>c)</u> marriage record INFORMATIONAL,							
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 ()			
Addr	Address – Number, Street City					State	ZIP Code		
Nam	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	ate of Marriage – Month, Day, Year County Where License was Issued			County of Marriage					
VS 1	VS 113 (01/01/22) Page 1 of 3								

SWORN STATEMENT

Required for certified copy of certified copy which is not val of a state or local government applies in conducting official I have their signature on the Sw	record. This Swid to establish id agency, as propositions must consiness must corn Statement a	dentity. Any vided by law complete the acknowledg	ent is not y member y, who ord e Sworn S ed by a N	required whof a law ent lers a copy of tatement, ho otary Public	forcement agence of a record to who wever, they may	y or a representative ich subdivision (a) y not be required to			
I,	I,, declare under penalty of perjury under the laws of the State of California, (Printed Name)								
that I am an authorized persor	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 fol	lowing individ	ual(s):						
Name of Both Parties Listed o	Name of Both Parties Listed on the Marriage Certificate					Your Relationship to the Parties Listed on the Marriage Certificate			
(The remaining information must b	pe completed in the p	resence of a No	otarv Public o	r Assessor-Rec	order staff.)				
			-		,				
Gassons da to tino	day of	(Month)			(City)	(State)			
			(Signati	ure of person re	questing certified copy	·/)			
Note: If submitting your by a Notary Public using must sign this in the pres	the Certificate o	f Acknowle	dgment b						
only t	A notary public or other office 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)) ss	CATE OF A	ACKNOV	VLEDGME	NT				
On, befor	e me,					, personally			
	(Insert yo	ur name and	title)						
appeared					, who	o proved to me on the			
basis of satisfactory evidence	to be the person(s)	whose name	is/are subs	cribed to the v	vithin instrument and	d acknowledged to me			
that he/she/they executed the	same in his/her/the	eir authorized	capacity(ies	s), and that by	his/her/their signatu	re(s) on the instrument			
the person(s), or the entity upon	on behalf of which t	the person(s)	acted, exec	uted the instru	ment.				
I certify under PENALTY OF PER	IURY under the la	ws of the Sta	te of Califo	ornia that the	foregoing paragra	ph is true and correct.			
				SS my hand a RY SEAL)	nd official 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. Submit \$17.00 for **each** certified copy requested. If no record of the marriage is found, the \$17.00 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

For general questions, please call (415) 554-5596

6. Credit card orders may be processed on-line at www.vitalchek.com Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card.