

APPLICATION FOR CERTIFIED COPY OF A MARRIAGE CERTIFICATE

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

California law (Health and Safety Code Section 103526, permits only authorized individuals as listed on the application to receive certified copies of Marriage Records.

Note: If the marriage license was not issued in **ALPINE COUNTY**, then the Alpine County Clerk or Recorder will not have the marriage certificate. Please order the marriage certificate from the issuing county.

Fees: \$15.00 per copy (payable to **ALPINE COUNTY CLERK**). If no record of the marriage is found, the \$15.00 fee will be retained for searching the record and a Certificate of No Record will be issued to the applicant. Copies may be obtained in person or my mail at:

Alpine County Clerk
99 Water St. / PO Box 158
Markleeville, CA 96120

CONFIDENTIAL MARRIAGE CERTIFICATE

I am:

- The registrant (one of the parties to the marriage)
- 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).

DO NOT complete the rest of this form before reading the detailed instructions on Page 2.

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

Office Use Only:

Certificate# _____ Receipt # _____ Deputy _____ Cash _____ Check _____

INSTRUCTIONS:

1. 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 **Alpine County Clerk's Office**, the Sworn Statement **must be signed by you in the presence of office staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the office staff at the time you apply for the copy.**
5. Submit **\$15.00** for **each** certified copy requested. If no record of the marriage is found, the fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record, or a letter confirming the existence of a confidential marriage will be issued to the applicant. Indicate the number of certified copies you wish and include the correct fee(s) in the form of a personal check, postal or bank money order (International Money Order for out-of-country requests) made payable to the **Alpine County Clerk**. Mail this application with the fee(s) and a self-addressed stamped envelope to:

**Alpine County Clerk
99 Water St. / PO Box 158
Markleeville, CA 96120
Phone: (530) 694-2281
email: clerk@alpinecountyca.gov**

SWORN STATEMENT

(*Required for certified copy of record. This Sworn Statement is not required when requesting an Informational 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 date: _____, 20____, at _____.
(Month) (Date) (City) (State)

(Signature of person requesting certified copy)

Note: If submitting your order by mail, you must have your sworn statement notarized using the Certificate of Acknowledgment below. If submitting your order in person, you must sign this in the presence of Alpine County Clerk staff.

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 _____) ss

On _____, before me, _____, personally
Notary Public, 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 SIGNATURE