

APPLICATION FOR CERTIFIED COPY OF A 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 Lassen County, the Lassen County 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.

<input type="checkbox"/> I would like an Authorized Certified Copy of the record identified on the application form. <i>(In order to receive an Authorized Certified Copy, you must indicate your relationship to the persons named on the application form by selecting from the list below.)</i> <p style="text-align: center;">FEES: \$15 per copy</p>	<input type="checkbox"/> I would like an Informational Certified Copy of the record identified on the application form <i>(You are NOT required to select from the list below in order to receive an Informational Certified Copy.)</i> <p style="text-align: center;">FEES: \$15 per copy</p>
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PUBLIC MARRIAGE CERTIFICATE

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 (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 public marriage record will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY"

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/Maiden Name/Name before this Marriage
First Name	Middle Name	Last Name/Maiden Name/Name before this Marriage
Date of Marriage – Month, Day, Year	County Where License was Issued	County of Marriage

SWORN STATEMENT

Required for an authorized certified copy of marriage record.

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 Safety Code Section 103526 (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/Name before this marriage	Your Relationship to the Parties Listed on the Marriage Certificate

The remaining information must be completed in the presence of a Notary Public

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

(Signature of person requesting certified copy)

Note: If submitting your order by mail or fax, you must have your signature on the Sworn Statement acknowledged by a Notary Public using the Certificate of Acknowledgment below.

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 _____)
) 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 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."
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 registrants. 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 Health & Safety Code Section 103526 (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 Lassen County Recorder's Office, the Sworn Statement **must be signed by you in the presence of Recorder staff, and your signature does not have to be acknowledged by a Notary Public**.
 - A Sworn Statement does not need to be provided if you are requesting a Certified Informational Copy of a public marriage record.
5. **BY MAIL:** submit \$15 for **each** certified copy requested. If no record of the marriage is found, the \$15 fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record 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 Lassen County Recorder. Mail this application with the fee(s) and a self-addressed stamped envelope to:

Lassen County Recorder
220 S. Lassen Street, Suite 5
Susanville, CA 96130
(530) 251-8234
Fax: (530) 257-3480

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.

For Official Use Only Book/Yr	
Page/No	Type Issued: ___Authorized ___Informational
Certificate #	Initial of Clerk Issuing copy ____
Date Copy Issued	