# APPLICATION FOR CERTIFIED COPY OF A CONFIDENTIAL 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 Clerk will not have the Confidential Marriage Certificate. Please order the marriage certificate from the County Clerk of the county where the license was issued.

Fees: \$15 per copy payable to Lassen County Clerk. If no record of the marriage is found, the \$15 fee will retained for searching the record (Health & Safety Code Section 103650). Copies may be obtained in person or by mail at: Lassen County Clerk, 220 S. Lassen Street, Suite 5, Susanville, CA 96130

# **CONFIDENTIAL MARRIAGE CERTIFICATE**

To receive a Certified Copy I am:

One of the parties to the confidential 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)

Those who are not authorized by law to receive a certified copy of a confidential marriage record will receive a letter confirming the existence of a confidential marriage pursuant to Family Code Section 511(c).

### 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, If Different From Above		City		State	ZIP Code	
NAMES OF BOTH PARTIES TO THE CONFIDENTIAL 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

\_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,

(Printed Name)

Ι, \_

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 Confidential Marriage Certificate of the following individual(s):

Name of Both Parties Listed on the Confidential 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

Subscribed on this	day of		, 20	, at		
	(Day)	(Month)			(City)	(State)
			(Si	gnature of per	son requesting certified co	ру)

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,(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 ca	pacity(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) ac	ted, 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. Certified copies of confidential marriage certificates are only available to the parties of that confidential marriage. Informational copies are <u>not</u> 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 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.).
  - If the application is being submitted in person at the Clerk's Office, the Sworn Statement must be signed by you in the presence of the Clerk staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Clerk staff at the time you apply for the copy.
- 5. 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). 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 Clerk. Mail this application with the fee(s) and a self-addressed stamped envelope to:

Lassen County Clerk 220 S. Lassen Street, Suite 5 Susanville, CA 96130 (530) 251-8217 **FAX:** (530) 257-3480

For Official Use Only				
Book/Yr	Date Copy Issued			
Page/No.				
Certificate #	Initial of Clerk issuing copy			