APPLICATION FOR CERTIFIED COPY OF A 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 Solano County, then the Solano County Clerk 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: \$16.00 per copy, if no record of the marriage is found, the \$16.00 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:

Solano County Clerk 675 Texas St Suite 1900, Fairfield, Ca 94533

Confidential marriage	e certificate:					
To receive a Certified Copy I am:						
One of the parties to the confid	dential marriage					
A party entitled to receive the r court order (include a certified with this request)						
Those who are not authorized by certified copy of a confidential m receive a letter confirming the ex confidential marriage pursuant to Section 511(c).	arriage record will istence of a					
DO NOT complete the	rest of this form	before readi	ng the	detailed ins	tructions	on Page 3.
APPLICANT INFORMATION (P	LEASE PRINT O	R TYPE)				
Printed Name and Signature of Person Completing Application		on	Today's Date Telephone Number		Number – Area Code First	
Address - Number, Street		City		State	ZIP Code	
Name of Person Receiving Copies, if Different From Above		No. of Copies	Amou	ount Enclosed Purpose of Request		f Request
Mailing Address for Copies, If Different From Above		City			State	ZIP Code
NAMES OF BOTH PARTIES TO	THE MARRIAG	E (PLEASE P	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			

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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,, declar (Printed Name)	e under penalty of perjury under	the laws of the State of California,
that I am an authorized person, as defined in California Health a	nd Safety Code Section 103520	6 (c), and am eligible to receive a
certified copy of the marriage certificate of the following individu	al(s):	
Name of Both Parties Listed on the Marriage Certificate		Relationship to the Parties Listed on arriage Certificate
The remaining information must be completed in the presence of a Nor	ary Public or County Clerk staff.)	
Subscribed to this day of (Month)	_, 20, at(City)	,(State)
acknowledged by a Notary Public using the Certificat person, you must sign this in the presence of Solano	County Clerk staff.	w. If submitting your order in
CERTIFICATE OF A State of)	CKNOWLEDGMENT	
) ss County of)		
On, before me, (Insert your name and ti	le)	, personally
appeared		
appourou		, who proved to me on the
		·
pasis of satisfactory evidence to be the person(s) whose name	s/are subscribed to the within in	astrument and acknowledged to me
basis of satisfactory evidence to be the person(s) whose name that he/she/they executed the same in his/her/their authorized of	s/are subscribed to the within in apacity(ies), and that by his/her	astrument and acknowledged to me
chasis of satisfactory evidence to be the person(s) whose name that he/she/they executed the same in his/her/their authorized of the person(s), or the entity upon behalf of which the person(s) a	s/are subscribed to the within in apacity(ies), and that by his/her cted, executed the instrument.	estrument and acknowledged to me
basis of satisfactory evidence to be the person(s) whose name that he/she/they executed the same in his/her/their authorized of the person(s), or the entity upon behalf of which the person(s) at certify under PENALTY OF PERJURY under the laws of the correct.	s/are subscribed to the within in apacity(ies), and that by his/her cted, executed the instrument.	estrument and acknowledged to me /their signature(s) on the instrumer pregoing paragraph is true and

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 <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 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 Solano County Clerk's Office, the Sworn Statement must be signed by you in the presence of Solano County Clerk staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Solano County Clerk 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 \$16.00 for each certified copy requested. If no record of the marriage is found, the \$16.00 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 postal or bank money order (International Money Order for out-of-country requests) made payable to the Solano County Clerk. Mail this application with the fee(s) and a self-addressed stamped envelope to:

Solano County Clerk 675 Texas St Suite 1900 Fairfield, CA 94533