

MONTEREY COUNTY
INSTRUCTIONS TO COMPLETE WRITTEN APPLICATION FOR AUTHORIZED
CERTIFIED COPY OF A CONFIDENTIAL MARRIAGE RECORD

1	<p>Marriage Certificate Information:</p> <ul style="list-style-type: none"> - Number of copies requested - Name first person - Name of second person - Date of the marriage - County Where License was issued - County of Marriage <p>Please Note: If the marriage license was not issued in Monterey County, then the Monterey County Clerk will not have the marriage certificate. Please order the marriage certificate from the County Clerk of the county where the license was issued. Those who are not authorized by law to receive a certified copy of a <u>confidential</u> marriage record will receive a letter confirming the existence of a confidential marriage record pursuant to Family Code Section 511(c).</p>
2	<p>Applicant Information:</p> <ul style="list-style-type: none"> - Name of person ordering copy - Address of person ordering copy - Mailing address of person ordering copy, if different then address above - Telephone number of person ordering copy (including area code) <p>Complete the Applicant Information section on the first page of this form. 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.</p>
3	<p>Section 511 (c) of the California Family Code restricts who is authorized to obtain an authorized certified copy of a marriage record. You must be one of the authorized persons described in the two qualifiers listed in Section 3 on the front of this application. Please check the box that authorizes you to obtain an authorized certified copy of a marriage record.</p>
4	<p>DO NOT COMPLETE THIS PART UNTIL YOU ARE WITH THE NOTARY PUBLIC WHO WILL PREPARE THE CERTIFICATE OF ACKNOWLEDGEMENT ON ITEM 5.</p> <p>Section 103526 of the California Health and Safety Code & Family Code Section 509(a) requires anyone requesting an authorized certified copy of a marriage record, to complete and sign the sworn statement in Section 4 on the front of this application. Please print your name in the space provided, and complete the sworn statement with your signature and the date and location where statement is signed.</p>
5	<p>CERTIFICATE OF ACKNOWLEDGMENT</p> <p>Complete items 1 to 3 on the front of this application then bring to a notary public. Completer and sign the sworn statement in item 4 in front of the notary public. Request the notary acknowledgement your signature in the sworn statement in item 4. Mail the original application with the appropriate \$14.00 for each certified copy fee (please send cashier's check or money order, out of state checks are not accepted) to:</p> <p>Monterey County Clerk P. O. Box 29 Salinas, CA 93902</p> <p style="text-align: right;">Fax (831) 755-5064 Phone (831) 755-5450</p>

Certified Copy Fee:
Confidential Marriage \$14.00 Each