

MONTEREY COUNTY
INSTRUCTIONS TO COMPLETE WRITTEN APPLICATION FOR AUTHORIZED
CERTIFIED COPY OF A NON-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: 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)</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>Using the list below check the box next to the code section in item 3 on the front of this application that authorizes you to obtain an authorized certified copy of a marriage record:</p> <p>103526 (c)(2)(A) The registrant or a parent or legal guardian of the registrant</p> <p>103526 (c)(2)(B) 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)</p> <p>103526 (c)(2)(C) A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business</p> <p>103526 (c)(2)(D) A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant.</p> <p>103526 (c)(2)(E) 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)</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 requires anyone requesting an authorized certified copy of a marriage record to complete and sign a sworn statement under penalty of perjury.</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 Recorder P. O. Box 29 Salinas, CA 93902</p> <p style="text-align: right;">Fax (831) 755-5064 Phone (831) 755-5041</p>