

## 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: \$14 per copy payable to Lassen County Clerk.** If no record of the marriage is found, the \$14 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 <b>and Signature</b> 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



**INSTRUCTIONS:**

1. Certified copies of confidential marriage certificates are only available to the parties of that confidential marriage. Informational copies are **not** 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 \$14 for **each** certified copy requested. If no record of the marriage is found, the \$14 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 \_\_\_\_\_