

# SANTA BARBARA COUNTY CLERK-RECORDER APPLICATION FOR CERTIFIED COPY OF MARRIAGE RECORD



Website

[www.sbcrecorder.com](http://www.sbcrecorder.com)

Phone Number  
(805) 568-2250

Fax Number  
(805) 568-2266

Applications for certified copy of marriage records can be submitted in person at one of our three office locations or can be ordered through our on-line service provider through our website.

Additionally, applications can be submitted by mail or expedited orders can be submitted by fax or through our automated telephone system using a credit card.

## **MAIL ORDERS** (processed within 5-7 days if all requirements are met):

Mail completed application form with sworn affidavit, notary acknowledgment, and appropriate fees by check, money order, or credit card authorization form to:

**Mailing Address:** Santa Barbara County Clerk-Recorder  
P.O Box 159  
Santa Barbara, CA 93102-0159

**Fees:** Correct fees must be received with application(s):

	<u>First Class Mail</u>	<u>Express Mail (USPS overnight)</u>
Vital Copy Fee	\$14.00 per copy	\$14.00 per copy
Mail Fee	\$ 2.00 per order	\$ 21.50 per order

**Plus: \$1.00 fee per order if using a credit card. Must submit credit card authorization form with the application(s).**

## **EXPEDITED ORDERS** (processed within 1-2 business days if all requirements are met):

### **PHONE REQUESTS:**

By calling **(805) 568-2250**. Customers must fax the notary acknowledgment to (805) 568-2266.

**Fees:** following fees will be charged to your credit card.

Vital Copy Fee	\$14.00 per copy
Expedite and Mail Fees	\$32.50 per order

### **FAX REQUESTS:**

Fax completed order form with sworn affidavit, notary acknowledgment, and credit card authorization form to **(805) 568-2266**.

**Fees:** following fees will be charged to your credit card.

Vital Copy Fees	\$14.00 per copy
Expedite and Mail Fees	\$28.50 per order

# APPLICATION FOR CERTIFIED COPY OF A MARRIAGE CERTIFICATE

**FOR MAIL ORDERS: Indicate delivery method**

**First Class (Standard Ground)**

**Express Mail (USPS overnight express) EXPEDITED ORDERS WILL BE EXPRESS MAILED**

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 not available for confidential marriage certificates.

Complete a separate application form for each record of marriage requested.

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.

## Non-confidential (public) marriage certificate:

To receive a **Certified Copy** I am:

- The registrant (one of the parties to the marriage)
- A parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant
- 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)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business
- 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)

**Those who are not authorized by law to receive a certified copy of a non-confidential (public) marriage record will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY"**

## 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).**

**Informational copies are not available for Confidential Marriages.**

**DO NOT complete the rest of this form before reading the detailed instructions on next page.**

### 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 for Copies, If Different From Above	City		State	ZIP Code

### NAMES OF BOTH PARTIES TO THE 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

# APPLICATION FOR COPY OF MARRIAGE CERTIFICATE

## 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 Recorders Office, the Sworn Statement **must be signed by you in the presence of Recorder staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Recorder 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.

## 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, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,  
(Printed Name)

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 marriage certificate of the following individual(s):

Name of Both Parties Listed on the 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 or County Clerk staff.)

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,  
(Day) (Month) (City) (State)

\_\_\_\_\_  
(Signature of person requesting certified copy)

**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. If submitting your order in person, you must sign this in the presence of \_\_\_\_\_ staff.**

## CERTIFICATE OF ACKNOWLEDGMENT

State of \_\_\_\_\_ )

) ss

County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
(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 capacity(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) acted, 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

**YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM WHEN MAILING YOUR REQUEST AND PAYING FEES WITH A CREDIT CARD OR WHEN FAXING IN YOUR EXPEDITED REQUEST.**

**JOSEPH E. HOLLAND**  
County Clerk, Recorder and Assessor  
**Jim McClure**  
Asst. County Clerk, Recorder and Assessor



105 E. Anapamu St. 2<sup>nd</sup> Floor  
Santa Barbara, CA 93101

Mailing Address  
PO Box 159  
Santa Barbara, CA 93102-0159

## County Clerk, Recorder and Assessor

### **CLERK-RECORDER CREDIT CARD AUTHORIZATION FORM**

**Additional \$1.00 credit card surcharge will apply to service requests paid with a credit/debit card  
VISA/MASTERCARD/DISCOVER/DEBIT ONLY  
NO AMERICAN EXPRESS**

I hereby authorize the Office of the County Clerk-Recorder to charge the following credit card for payment of requested service:

**Applicant Name:** \_\_\_\_\_ **Phone #:** ( ) \_\_\_\_\_

**Cardholder (name as appears on credit card):** \_\_\_\_\_

**Credit Card Number** (*American Express not accepted*): \_\_\_\_\_ **Exp Date:** \_\_\_\_ / \_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cardholder Phone Number:** ( ) \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: This credit card authorization form will be kept on file for 60 days from date of service. Any disputed charges made in conjunction with this request, shall be made within 45 days from date of service.*

<b>OFFICE USE ONLY</b>	
Banknote #:	_____
Transaction #:	_____

**Assessor:** Santa Barbara (805) 568-2550, Fax (805) 568-3247, Santa Maria (805) 346-8310, Fax (805) 346-8324, Lompoc (805) 737-7899, Fax (805) 737-7708

**Election:** 1-800-SBC-VOTE, Santa Barbara (805) 568-2200, Fax (805) 568-2209, Santa Maria (805) 346-8374, Fax (805) 346-8342, Lompoc (805) 737-7705

**Clerk-Recorder:** Santa Barbara (805) 568-2250, Fax (805) 568-2266, Santa Maria (805) 346-8370, Lompoc (805) 737-7705