County Clerk-Recorder
APPLICATION FOR CERTIFIED COPY

☐ **CONFIDENTIAL MARRIAGE** Certificate ($17.00) – In-Person
☐ **CONFIDENTIAL MARRIAGE** Certificate ($17.00) – By Mail

INFORMATION: **Monterey County only has records** of marriage licenses that were purchased in **Monterey County.** For all other vital records you must contact the county in which the event is registered or contact the State Office of Vital Records - M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Phone Number: (916) 445-2684.

INSTRUCTIONS: Use a separate blank application for **each** different record requested. **All sections must be completed in their entirety**.

1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record. This application must be completed **prior to conducting a search for the record** and no refunds or exchanges will be made once the copy(s) have been issued.

PAYMENT OPTIONS:
Mail orders -Include with this application sufficient money, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to the "Monterey County Clerk." Mail this application along with the fee to the County Clerk's Office, P.O. Box 29, Salinas, CA 93902 Our physical address is: 168 W. Alisal St, 1st Floor, Salinas, CA 93901. Please allow 3-5 business days for processing time.

Mail Requests - Payment may be made by check, postal or bank money order, cashier's check. Please check the appropriate box:
☐ Check Enclosed ☐ Money Order/Cashier's Check

CERTIFICATE INFORMATION-Please indicate the type of certificate requested and print legibly or type all information below. By my signature I understand that I am to provide exact spelling of the name that appears on the certificate or I will be charged for each additional name search.

Name on Certificate - First Name	Middle Name	Last Name on Certificate
Second Person on Certificate (Marriage) – First Name	Middle Name	Last Name on Certificate
City or Town of Event	Date of Event (date of marriage)	Number of Copies Requested

APPLICANT INFORMATION - PLEASE PRINT LEGIBLY OR TYPE
1. When **Appearing In Person - COMPLETE BOTH TOP AND BOTTOM PORTIONS.** Monterey County requires photo identification. You will need to sign the application under penalty of perjury in front of a member of our staff.
2. **Mail Requests - Complete both top and bottom portions,** but do not sign the Penalty of Perjury statement. **See the reverse side.**

Purpose of Request (ie: passport, insurance, school, sports etc.)	Relationship to Certificate Holder (ie: self, parent, grandparent, child etc.) (See page 3)		
Name or person Completing Application	Daytime Telephone Number – Area Code First		
Address – Number, Street, and Unit # (if Applicable)	City	State	Zip Code

☐ Certified Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
Date Signature

BELOW SECTION FOR COUNTY CLERK'S USE ONLY

Reel & Pg / Certificate Number	Copy made by (Initials):	Bank Note Paper Number(s)	Reg ☐	Inf. Copy ☐
Date Processed	Counter ☐ Mail ☐	Type of ID and ID Number		Cashiered by (Initials):

To obtain an authorized certified copy you must check the appropriate box below:
I am authorized to obtain an Authorized Certified Copy of the requested certificate because 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)

The county clerk may conduct a search for a confidential marriage certificate for the purpose of confirming the existence of a marriage, but the date of the marriage and any other information contained in the certificate shall not be disclosed except upon order of the court. Family Code Section 511(c). Informational copies are not available for confidential (non-public) marriages.

IMPORTANT

Authorized Persons/Regular Certified Copies - Requestor will need to sign this penalty of perjury statement in front of a notary public prior to submission. Please Note: When submitting multiple certificate requests, all must be signed; however, only one request would require the notarized statement.

I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____
Signature

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____)
)ss
County of_____)
On _____, before me, _____, personally appeared _____
Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) 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 Signature (seal)