

**INSTRUCTIONS TO COMPLETE WRITTEN APPLICATION FOR  
UNRESTRICTED CERTIFIED COPY OF A MARRIAGE CERTIFICATE**

<b>1</b>	<p><b>Marriage Certificate Information:</b>            Print or type number of copies requested            Select Public or Confidential marriage certificate. <b>NOTE:</b> 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 pursuant to Family Code Section 511(c).            Print or type names of both parties to the marriage            Print or type date of marriage            Print or type county where license was issued            Print or type county where marriage occurred</p>
<b>2</b>	<p><b>Applicant Information:</b>            Print or type name of person ordering copy            Print or type address of person ordering copy            Print or type mailing address of person ordering copy, if different than address above            Print or type telephone number of person ordering copy, including area code</p>
<b>3</b>	<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 unrestricted certified copy of a marriage record:</p> <p>103526 (c)(2)(A) The registrant (one of the parties to the marriage)            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)            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            103526 (c)(2)(D) A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant            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            103526 (b)(1) If the person requesting a certified copy of a birth, death, or nonconfidential marriage record is not an authorized person or is an authorized person who is otherwise unable to satisfy the requirements of Subdivision (a), the certified copy provided to the applicant shall be an informational certified copy and shall display a legend that states "<b>INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY</b>"</p>
<b>4</b>	<p><b>DO NOT COMPLETE THIS PART UNTIL YOU ARE WITH THE NOTARY PUBLIC WHO WILL PREPARE THE CERTIFICATE OF ACKNOWLEDGMENT IN ITEM 5.</b>  <b>If requesting a copy in person, notarization is not necessary. Please complete the Sworn Statement and present it to the Customer Service Representative.</b> Section 103526 of the California Health and Safety Code requires anyone requesting an unrestricted certified copy of a birth record to complete and sign a sworn statement under penalty of perjury.</p>
<b>5</b>	<p><b>Certificate of Acknowledgment</b></p> <p>Complete items 1 to 3 on the front of this application then bring to a notary public. Complete and sign the sworn statement in item 4 in front of the notary public. Request the notary acknowledge your signature in the sworn statement in item 4. Mail the original application with the appropriate fee (see opposite side).</p> <p><b>To: Contra Costa Recorder</b>            P.O. Box 350            Martinez, CA 94553</p>

# WRITTEN APPLICATION FOR UNRESTRICTED CERTIFIED COPY OF A MARRIAGE CERTIFICATE

\$18.00 General Public or \$11.00 Government Agencies Only

*Please review the instructions on the back before completing*

<b>1</b>	<p><b>Marriage Certificate Information</b> <b>Number of copies requested:</b> _____</p> <p><input type="checkbox"/> Non-Confidential (Public) Marriage Certificate (\$18)     <input type="checkbox"/> Confidential Marriage Certificate (\$17)</p> <p>First Party Name: _____                                     First   Middle   Last</p> <p>Second Party Name: _____                                     First   Middle   Last</p> <p>Date of Marriage: _____ County where license was issued: _____                                     Month            Day            Year</p> <p>County of Marriage: _____</p>
<b>2</b>	<p><b>Applicant Information</b></p> <p>Name: _____                                     First   Middle   Last</p> <p>Address: _____                                     Number and Street   City   State   Zip Code</p> <p>Mailing Address: _____ If different from above    Number and Street   City   State   Zip Code</p> <p>Telephone Number: (with area code) (       ) _____</p>
<b>3</b>	<p>To obtain an Unrestricted Certified Copy you must be authorized under section 103526 of the Health and Safety Code. Please review the reverse side of this application to determine which section applies and check the appropriate box below.</p> <p><input type="checkbox"/> 103526 (c)(2)(A)                        <input type="checkbox"/> 103526 (c)(2)(B)                        <input type="checkbox"/> 103526 (c)(2)(C)</p> <p><input type="checkbox"/> 103526 (c)(2)(D)                        <input type="checkbox"/> 103526 (c)(2)(E)                        <input type="checkbox"/> 103526 (b)(1) (Informational Copy)</p>
<b>4</b>	<p>I (printed name) _____ swear under penalty of perjury 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 identified on this application form. Sworn this _____ day of _____, _____, at                                     Day   Month   Year</p> <p>_____                                     City</p> <p>Signature: _____</p>
<b>5</b>	<p><b>Certificate of Acknowledgment</b>                        State of _____ County of _____</p> <p>On _____ before me, _____ Notary Public, 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.</p> <p>WITNESS my hand and official seal.</p> <p>Signature _____ (Seal)</p>