



Heather Foster
Clerk-Recorder-Registrar

SIERRA COUNTY CLERK - RECORDER
REGISTRAR OF VOTERS

Clerk-Recorder Office • 100 Courthouse Square, Rm 11 •
Downieville, CA 95936 (530) 289-3295 • FAX (530) 289-2830
www.sierracounty.ca.gov

APPLICATION FOR CERTIFIED COPY OF A MARRIAGE RECORD

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 Sierra County, then the Sierra County Clerk/Recorder will not have the marriage certificate. Please order the marriage certificate from the Recorder or County Clerk of the county where the license was issued.

Fees: \$19 per copy for Certified Copies of Public and Confidential Marriage Certificates (payable to the Sierra County Clerk-Recorder). If no record of the marriage is found, the record fee will be retained for searching the record (as required by law) and a Certificate of No Record will be issued to the applicant. Copies may be obtained in person or by mail at: Sierra County Clerk-Recorder's Office, 100 Courthouse Square, Rm 11, Downieville, CA 95936

Please indicate the type of certified copy you are requesting:

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 (must 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

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 (must include a certified copy of the court order with this request)

DO NOT complete the rest of this form before reading the detailed instructions on the back side of this page.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Form with fields: Printed Name, Today's Date, Mailing Address- Number, Street, Telephone Number - Area Code First, City, State, Zip Code, No. of Copies, Amount Enclosed, Authorized or Informational Certified Copy? (please specify)

NAMES OF BOTH PARTIES TO THE MARRIAGE (PLEASE PRINT OR TYPE)

Form with fields: First Name, Middle Name, Last Name (Maiden Name, if applicable), Date of Marriage - Month, Day, Year, County Where License was Issued, County of Marriage

Bk/Pg: \_\_\_\_\_ Bond # \_\_\_\_\_ DL # \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## INSTRUCTIONS:

1. 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 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.
2. Complete a separate application form for each record of public marriage certificate 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 registrant under **Marriage Certificate Information**. 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.).
  - **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 County Clerk's Office, the Sworn Statement **must be signed by you in the presence of County Clerk staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the County Clerk 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.
5. Submit **\$19** for **each** Public Marriage certified copy requested and **\$19** for **each** Confidential Marriage certified copy requested. If no record of the marriage is found, the same fees will be retained for searching the record (as required by law) and a Certificate of No Public Record, or a letter confirming the existence of a confidential marriage will be issued to the applicant. Indicate the number of certified copies you wish and include the correct fee(s). Make checks payable to the **Sierra County Clerk-Recorder**. Mail this application with the fee(s) and a self-addressed stamped envelope to:

Sierra County Clerk-Recorder  
P.O. Drawer D  
Downieville, CA 95936

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,  
(Applicant's 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 birth, death, or marriage certificate of the following individual(s):

Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate (Must Be a Relationship Listed on Page 1 of Application)

(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)

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

\_\_\_\_\_  
(Applicant's Signature)

**Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)**

**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 \_\_\_\_\_)

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

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
(insert name and title of the officer)

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.  
(SEAL)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC