

**Application for a Certified Copy of Confidential Marriage Certificate  
Issued in Santa Cruz County**

Confidential marriage certificates are filed in the same county in which they were issued. If you did not obtain your confidential marriage license from Santa Cruz County, you will need to contact the county in which it was issued for your copy.

To request a certified copy of a confidential marriage certificate from Santa Cruz County, please complete this form and return it to the Santa Cruz County Clerk in person or by mail to:

Santa Cruz County Clerk  
701 Ocean Street, Room 210  
Santa Cruz, CA 95060-4076

Requests submitted by mail must have the applicant's signature notarized.

**FEE:** \$16.00 each by check or money order made payable to the Santa Cruz County Clerk, or cash. Please include a self-addressed stamped envelope with your request if submitting by mail.

**I am:**

- One of the parties to the confidential marriage, or
- a party entitled to receive the record as a result of a court order pursuant to Family Code Section 511(c) (include a copy of the court order with this request).

Those who are not authorized 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).

**Read Instructions on Page 3 before completing this application**

Applicant Information:

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Complete Address: \_\_\_\_\_

Names of both parties to the marriage:

1<sup>st</sup> Person's Name: \_\_\_\_\_  
  First Name  Middle Name  Last Name as listed on marriage certificate

2<sup>nd</sup> Person's Name: \_\_\_\_\_  
  First Name  Middle Name  Last Name as listed on marriage certificate

Date of Marriage: \_\_\_\_ / \_\_\_\_ / \_\_\_\_                                  County of Marriage: \_\_\_\_\_  
  mm  dd  ccyy

# of copies requested: \_\_\_\_\_ Total payment submitted: \$ \_\_\_\_\_

Mail certified copy to: \_\_\_\_\_

Full Name

Address

City

State

Zip

# Sworn Statement

## Required for certified copy of record

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 for the following individual(s):

Name of Both Parties Listed on the Marriage Certificate	Your Relationship to the Parties Listed on the Marriage Certificate

**The following information must be completed in the presence of a Notary Public or County Clerk staff.**

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

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

**Note: If submitting your order by mail 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 Santa Cruz County Clerk staff.**

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

## CERTIFICATE OF ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Insert your name and title)

personally 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)

## Instructions

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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 registrant under Marriage Certificate Information. If the information you furnish is incomplete or inaccurate, it may not be possible 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 your signature on the Sworn Statement must be acknowledged by a Notary Public.
  - 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 Santa Cruz County Clerk's Office, the Sworn Statement must be signed by you in the presence of Santa Cruz County Clerk staff. Your signature does not have to be acknowledged by a Notary Public. You must provide valid photo identification to the Santa Cruz County Clerk staff at the time you apply for the copy.
5. For orders submitted by mail send \$16.00 for each certified copy requested. If no record of the marriage is found, the \$16.00 fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Record of a confidential marriage will be issued to the applicant. Indicate the number of certified copies you wish and include the correct fee in the form of a personal check, postal or bank money order (International Money Order for out-of-country requests) made payable to the Santa Cruz County Clerk. Please include a self addressed, stamped envelope with your application and mail to:

Santa Cruz County Clerk  
701 Ocean Street, Room 210  
Santa Cruz, CA 95060-4076
6. You may submit your application in person to the above address. Payment may be by cash, or check.