

WISCONSIN MARRIAGE CERTIFICATE APPLICATION
 (for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who willfully and knowingly makes a false application for a marriage certificate shall be fined not more than \$1,000 or imprisoned not more than 90 days, or both, per s. 69.24(2), Wis. Stats. Any person who willfully and knowingly obtains a marriage certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

I. APPLICANT INFORMATION	The information in Section I is about the person completing this application.					
	YOUR CURRENT NAME - First		Middle	Last	YOUR DAYTIME TELEPHONE NUMBER ()	
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address)			Apt. No.	MAIL TO ADDRESS (if different)	
	City, Village, or Township		State	ZIP Code	City	State ZIP Code
TYPE OF CURRENT VALID PHOTO ID (See item 3 on page 2.)			PHOTO ID NUMBER	STATE OF ISSUANCE	EXPIRATION DATE	

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE	According to Wisconsin Statute, a CERTIFIED copy of a marriage certificate is only available to those with a "direct and tangible interest" (categories A – E below.) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A–E. In that case, you may check category F below. (See item 1 on page 2 for more details.)	
	Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.	
	<input type="checkbox"/> A. I am one of the persons named on the marriage certificate. <input type="checkbox"/> B. I am a member of the immediate family of one of the persons named on the marriage certificate. (Only those listed below qualify as immediate family.) NOTE: Grandchildren, step-parents, step-children, step-brothers/ step-sisters may only obtain certified copies as section II, categories C – E. CHECK ONE: <input type="checkbox"/> Parent (whose name is on the bride or groom's birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child	
	<input type="checkbox"/> C. I am the legal custodian or guardian of one of the persons named on the marriage certificate. (Legal proof is required. See item 1 and 2 on page 2.) <input type="checkbox"/> D. I am a representative, authorized in writing, by any of the above checkboxes (categories A - C). (The written and notarized authorization must be attached to this application. See item 1 on page 2.) Specify the person you represent: _____	
	<input type="checkbox"/> E. I can demonstrate that the information from the marriage certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Proof is required.) Specify your interest _____	
	<input type="checkbox"/> F. None of the above. I am requesting an uncertified copy. Copy will not be valid for legal identity or benefit purposes. See Item 1 on page 2.	
	PURPOSE FOR WHICH CERTIFICATE IS REQUESTED (Specify. This information will assist us in processing your request.)	

III. FEES	FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED.	
	<input checked="" type="checkbox"/> Search Fee (includes one copy, if found) \$ 20.00 <u>20.00</u> <input type="checkbox"/> Additional copies of the same certificate issued at the same time as the first copy ... X \$ 3.00 _____ Number of Additional Copies	TOTAL _____

Make check or money order payable to: Register of Deeds	Mail to: Register of Deeds, PO Box 3188, Green Lake, WI 54941 (920) 294-4021 Be sure to include (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, business-size envelope, and (5) check or money order
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IV. MARRIAGE INFORMATION	GROOM'S BIRTH NAME - First	Middle	BIRTH Last Name
	BRIDE'S BIRTH NAME - First	Middle	BIRTH Last Name
	LOCATION OF MARRIAGE – City, Village, or Township	LOCATION OF MARRIAGE - County	DATE OF MARRIAGE (Month/Day/Year)

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested marriage certificate in accordance with the categories listed above.

SIGNATURE Applicant (person named in section I, who is completing this application)	Date Signed (Month / Day / Year)
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Important: If you do not sign and date this form above ↑, your request cannot be processed.

VITAL RECORDS OFFICE USE ONLY	Certificate Number
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1. What is the difference between a “certified” and an “uncertified” copy of a marriage certificate?

A **certified** copy of a marriage certificate issued by the Local Vital Records Office will have a raised seal, will show the signature of the Local Registrar, and will be printed on security paper. A certified copy may be required to change your last name or to obtain benefits.

State law restricts who may obtain a **certified** copy of a marriage certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- The bride or groom named on the marriage certificate (section II, category A).
- An immediate family member defined as a parent (whose name is on the bride or groom’s birth certificate and whose parental rights have not been terminated), brother, sister, grandparent, or child of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories C – E.
- The legal custodian or guardian of the bride or groom named on the marriage certificate. Legal proof, e.g., a court order of custody or guardianship, is required. (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the marriage certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a marriage certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category F).

2. How long will it take to process my request?

Copies of marriage certificates are available from the Local Vital Records Office no less than 3 weeks from the date of the marriage.

- **Applying in Person**
 - Requests for **certified** copies of marriage certificates are usually completed within 2 business hours of application, if the marriage certificate is on file.
 - Requests for **uncertified** copies of marriage certificates are not completed on the same schedule as requests for certified copies. In- person requests for uncertified copies may take up to 1 month to complete.
- **Applying by Mail**
 - Requests for **certified** copies of marriage certificates may take up to 2 weeks plus mail time to complete.
 - Requests for **uncertified** copies of marriage certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

3. What identification is required when applying for a certified or uncertified copy of a marriage certificate?

A photocopy of the applicant’s current ID as listed below must be submitted with **all** fax mail applications. A current ID as listed below is required when applying in-person.

At least one form of ID must show your current name and current address. Expired cards or documents will not be accepted.

The acceptable forms of identification are:

One of these:

- Wisconsin driver’s license
- Wisconsin photo ID
- Out-of-state driver’s license or photo ID card

OR

- Government-issued employee ID card or badge with photo
- US Passport
- Check or bank book

Two of these:

- Major Credit Card
- Health Insurance Card
- Recent dated, signed lease
- Recent utility bill or traffic ticket