

# Application for Certified Copy of a Confidential Marriage Certificate

## Information and Instructions

### Who can request a certificate?

Only parties to the marriage are permitted to receive certified copies of a confidential marriage record. Informational copies are not available. HSC 103526

### What is the fee for a certificate?

\$17.00 per copy (payable to Tuolumne County Clerk)

If no record is found, the \$17.00 fee will be retained for searching the record per HSC 103650. A "Certificate of No Record" will be issued to the applicant.

### Where do I request a certificate?

Copies may be obtained in person or by mail at:

**Tuolumne County Clerk, 2 S. Green Street, Sonora CA 95370**



Only if the confidential marriage license was issued in **Tuolumne County**, will the **Tuolumne County Clerk** have the marriage certificate. Please order the marriage certificate from the Recorder or County Clerk of the county where the license was issued.

### How do I request a certificate?

1. On the application, indicate how you are authorized to receive a confidential marriage certificate, or if you would like to receive a letter confirming the existence of the certificate.
2. In the "Applicant Information" section, enter your information.
3. In the "Marriage Certificate Information", enter the number of copies requested and all information available to identify the marriage record requested. If the information provided is incomplete or inaccurate, it may not be possible to locate the record.
4. You must present ID and sign the "Sworn Statement" in the presence of a notary public or county clerk staff.
  - If submitting your request by mail, you must present ID and sign in the presence of a notary public. The notary public will then complete the "Certificate of Acknowledgement" verifying your identity.
  - If you are submitting the request in person, you must present ID and sign in the presence of the Tuolumne County Clerk staff.
5. Submit to the Tuolumne County Clerk's office, either by mail or in person, the completed application and \$17.00 for each certificate requested to:

**Tuolumne County Clerk, 2 S. Green Street, Sonora CA 95370**

# Change your name with Social Security

If you legally changed your name by marriage, you must tell Social Security so you can get a corrected card.

You cannot apply for a card online. There is no charge for a Social Security card. The service is free.

## How to correct your name

To get a corrected Social Security card, you will need to:

1. Show the required documents. This will include your certified copy of your marriage certificate. You will need proof of your identity and sometimes you also may need to prove your current U.S. citizenship or lawful noncitizen status.
2. Fill out and print an Application for a Social Security Card
3. Take or mail your application and documents to your local Social Security office.

To find out more about what documents you may need, visit [www.ssa.gov](http://www.ssa.gov) and search “How do I change my name”.

Our local office is located at 745 Morning Star Drive, Sonora CA 95370. Phone: (888) 397-4125



## Application for Certified Copy of a Confidential Marriage Certificate



Do not complete this application before reading the "Information and Instructions" page.

### Please mark one of the following

- I am one of the parties to the confidential marriage.
- I am entitled to receive the confidential marriage record as a result of a court order. *(Please include a certified copy of the court order with this application.)*
- I am not authorized by law to receive a certified copy of the confidential marriage record. I would like to receive a letter confirming the existence of the confidential marriage.



Pursuant to Family Code 511(c), the letter provided will only confirm the existence of the marriage. It will not disclose the date of marriage or any other information contained in the certificate.

### Applicant Information

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

Signature X \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Marriage Certificate Information

Number of copies requested: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

#### 1st Person Information (as listed on the marriage certificate)

First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 2nd Person Information (as listed on the marriage certificate)

First: \_\_\_\_\_ Middle: \_\_\_\_\_


Last: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Office Use Only:

Certificate # \_\_\_\_\_ Receipt # \_\_\_\_\_  Cash  Check

Deputy \_\_\_\_\_

**Sworn Statement**



You must present ID and sign below in the presence of a notary public or county clerk staff.

If submitting your request by mail, you must have your signature acknowledged by a Notary Public. If submitting your request in person, you must sign this in the presence of Tuolumne County Clerk Staff.

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California, 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 of the following individual(s):

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_,  
 \_\_\_\_\_.

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

**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 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)