

**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 certificate from Santa Cruz County, we will not be able to obtain a copy. You must obtain the certificate from the county in which it was issued and filed.

Mail requests to: Santa Cruz County Clerk  
Include signed application 701 Ocean Street, Room 210  
Notary acknowledgment & fee Santa Cruz, CA 95060-4076  
831-454-2060 / FAX: 831-454-2445

**FEE:** \$16.00 each / Check or money order made payable to the Santa Cruz County Clerk.  
Please include a self-addressed stamped envelope with your request.

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

To request a certified copy of a confidential marriage certificate filed in Santa Cruz County, please complete this form.

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).**

**Applicant Information:**

**Name:** \_\_\_\_\_ **Phone Number with area code:** \_\_\_\_\_

**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 yyyy

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

Mail certified copy to: \_\_\_\_\_  
Full Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip



## Instructions:

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 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 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 Santa Cruz County Clerk's Office, the Sworn Statement must be signed by you in the presence of Santa Cruz 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 Santa Cruz County Clerk staff at the time you apply for the copy.
5. Submit \$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(s) 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. Mail this application with the fee(s) and a self-addressed stamped envelope to:

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