

WISCONSIN MARRIAGE CERTIFICATE APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who illegally possesses any vital record with knowledge that the vital record has been illegally obtained 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 Wis. Stat. § 69.24(1)].

I. APPLICANT INFORMATION	CURRENT NAME – First	Last	MAIL TO NAME - First (if different)	Last		
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No		MAIL TO ADDRESS (if different than street address) Apt. No.			
	City	State	ZIP Code	City	State	ZIP Code
	DAYTIME TELEPHONE NUMBER ()			EMAIL ADDRESS		
	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	Per Wis. Stat. § 69.20(1), a CERTIFIED copy of a marriage certificate is only available to those with a "direct and tangible interest." (A-E)					
	<p>CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.</p> <p>A. <input type="checkbox"/> I am one of the persons named on the marriage certificate.</p> <p>B. I am a member of the immediate family of one of the persons named on the marriage certificate. <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent</p> <p>C. <input type="checkbox"/> I am the legal custodian or guardian of one of the persons named on the marriage certificate.</p> <p>D. <input type="checkbox"/> I am a representative authorized by any person in categories A - C, including an attorney. Specify the person you represent: _____</p> <p>E. <input type="checkbox"/> I can demonstrate the marriage certificate is necessary for the determination or protection of a personal or property right. Specify your interest _____</p> <p>F. <input type="checkbox"/> None of the above. I am requesting an uncertified copy. (Copy will not be valid for identity or legal purposes.)</p> <p>NOTE: Grandchildren, stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories C – E.</p>					
III. FEES	PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:					
	<p>First Copy Fee \$ 20.00 <u>20.00</u></p> <p>Additional copies of the same certificate issued at the same time as the first copy X \$ 3.00 _____</p> <p style="text-align:right;">Number of Additional Copies</p> <p>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. TOTAL _____</p>					
<p>Submit your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309</p> <p>Be sure to include: <input type="checkbox"/> completed form, <input type="checkbox"/> acceptable identification, <input type="checkbox"/> payment, <input type="checkbox"/> self- addressed, stamped, business-size envelope, and <input type="checkbox"/> any additional proof or authorization required</p> <p>Make check or money order payable to: STATE OF WIS. VITAL RECORDS</p>						
IV. MARRIAGE INFORMATION	GROOM / SPOUSE 1 BIRTH NAME – First		Middle	BIRTH Last Name		
	BRIDE / SPOUSE 2 BIRTH NAME – First		Middle	BIRTH Last Name		
	DATE OF MARRIAGE (MM/DD/YYYY)		LOCATION OF MARRIAGE - County		LOCATION OF MARRIAGE – City, Village, or Township	
<p>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.</p>						
SIGNATURE (Applicant)				Date Signed (MM/DD/YYYY)		

Important: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified” copy of a marriage certificate?

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

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

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 marriage certificate?

Requests for certified copies require proof of identification. Applicant’s original ID is required for in-person applications. A **photocopy** of the applicant’s ID is required for mail applications.

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

Examples of acceptable forms of identification include:

One of these:

- State issued driver’s license or ID card
- US Government issued photo ID
- US or Foreign passport
- Tribal or Military ID card

OR

Two of these:

- Bank/Earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

**If you have questions regarding this form, please call 608-266-1373
or visit our website at <http://www.dhs.wisconsin.gov/vitalrecords>**