

LETTER OF NON-MARRIAGE APPLICATION

Personally identifying information requested on this form, including credit card information and your signature, will be used to process your application and payment for the requested copies. Failure to supply this information may result in denial of your request for copies of any Certificate of Marriage or a Letter of Non-Marriage

- If you require proof that a Certificate of Marriage has **NOT** been filed with the Wisconsin State Vital Records Office, a search for a Certificate of Marriage must be conducted for those years that you were a resident of Wisconsin from (1) the time you were 16 years of age until the present OR from (2) the date your last marriage ended in annulment, divorce, or death.
- The Wisconsin State Vital Records Office provides a Letter of Non-Marriage solely as a requirement for marriage in another country.
- **If you had two or more names during the period to be searched, you must indicate each name used and the years that each name was used.**
- If no Certificate of Marriage can be found using the information from this application, you will receive a Letter of Non-Marriage as proof.
- If you are submitting this application by FAX, your credit card number and expiration date are required. The credit card number and expiration date will only be used for payment for the fees specified in SECTION III – FEES below on this Letter of Non-Marriage Application.

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 nine months, or both, per s. 69.24(2), Wis. Stats.

See page 2 of this form for valid photo ID requirements for processing this application.

SECTION I - SHIP TO INFORMATION (Print or type.) (You must complete this section for application to be processed.)

1. FULL NAME (First, Middle, Last)		2. DAYTIME TELEPHONE NUMBER ()	
3. STREET ADDRESS or P.O. BOX (You must provide a street address if you are requesting shipping by UPS.)			APT. No.
4. CITY	5. STATE	6. ZIP CODE	

SECTION II - APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE LETTER OF NON-MARRIAGE (CHECK ONE)

I am requesting a Letter of Non-Marriage for **MYSELF**.

I am a **member of the immediate family** of the person named in Section V. (Only the following qualify as immediate family.)
 Check one: Parent (whose parental rights have not been terminated) Brother / Sister Grandparent

I am a **representative, authorized** in writing, of a person indicated in one of the above checkboxes. (The written and notarized authorization must be attached to this application.) Specify the person you represent: _____

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 Letter of Non-Marriage in accordance with the categories listed above.

➤ **SIGNATURE** - Applicant (Person named in section I, who is completing this application) _____ Date Signed (Month/Day/Year) _____

SECTION III - FEES FEES ARE NOT REFUNDABLE, CANCELLATIONS ARE NOT ACCEPTED.

Mandatory fees are already filled in. Please fill in additional fees for extra copies or UPS delivery, if applicable.

SEARCH FEE (includes one copy)	\$ 20.00	20.00
ADDITIONAL COPIES of the same letter issued at the same time as the first copy _____	X \$ 3.00	_____
Number of additional copies		
<input type="checkbox"/> I AM MAILING IN THIS APPLICATION WITH A CHECK OR MONEY ORDER (Send this amount only)	TOTAL	_____
(Make payable to: State of Wis. Vital Records. Mail to: State Vital Records Office, PO BOX 309, Madison, WI, 53701-0309)		
OR		
<input type="checkbox"/> I AM FAXING IN THIS APPLICATION WITH A CREDIT CARD NUMBER TO (608) 255-2035 (Fax fees are in addition to those listed above. Additional mandatory fax fees are already filled in.)		
FAX EXPEDITED SERVICE FEE	\$ 20.00	20.00
FAX CREDIT CARD PROCESSING FEE	\$ 6.00	6.00
SHIPPING <input type="checkbox"/> Regular Mail - No additional cost; mailed within five business days	\$ 0.00	_____
<input type="checkbox"/> UPS Next Day - \$17.50 in the continental U.S.A.; shipped within two business days	\$ 17.50	_____
UPS packages require a signature for delivery.		
NOTE: If no shipping box is checked, the copy will be sent by regular mail.		TOTAL _____

SECTION IV - CREDIT CARD INFORMATION We accept Visa, MasterCard, American Express, or Discover. Complete ONLY if request is sent by FAX.

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

➤ **SIGNATURE** - Credit Card Holder _____ DATE SIGNED _____

SECTION V - BIRTH INFORMATION FOR THE PERSON NEEDING THE LETTER OF NON-MARRIAGE

BIRTH NAME (First, Middle, Last)		CURRENT NAME (First, Middle, Last)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
DATE OF BIRTH (Month / Day / Year)	PLACE OF BIRTH - City & State OR City & Country (if not U.S.A.)	PLACE OF BIRTH - County		
Mother's First Name	Mother's Middle Name	MOTHER'S (MAIDEN) LAST NAME		
Father's First Name	Father's Middle Name	FATHER'S LAST NAME		

Have You Ever Been Married? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," Date Your Last Marriage Ended (by divorce, annulment, or death): _____	Enter the years you have lived in Wisconsin (ex: 1995-2005): _____
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1. How long will it take to process my request?

▪ **Applying in Person**

In-person requests for a letter of non-marriage are usually completed within 2 business hours of application.

▪ **Applying by Mail**

Requests for a letter of non-marriage may take up to 2 weeks plus mail time to complete.

▪ **Applying by Fax requesting Regular Mail Shipping**

Requests for a letter of a non-marriage may take up to 5 business days plus mail time to complete.

▪ **Applying by Fax requesting UPS Shipping**

Requests for a letter of a non-marriage are usually completed and shipped within two business days.

2. What identification is required when applying for a letter of non-marriage?

A photocopy of the applicant's current ID as listed below must be submitted with **all** fax and 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

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