

WISCONSIN MARRIAGE CERTIFICATE APPLICATION

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 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)
CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.
A. I am one of the persons named on the marriage certificate.
B. I am a member of the immediate family of one of the persons named on the marriage certificate.
C. I am the legal custodian or guardian of one of the persons named on the marriage certificate.
D. I am a representative authorized by any person in categories A - C, including an attorney.
E. I can demonstrate the marriage certificate is necessary for the determination or protection of a personal or property right.
F. None of the above. I am requesting an uncertified copy.
PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

III. FEES
First Copy Fee \$ 20.00
Additional copies of the same certificate issued at the same time as the first copy X \$ 3.00
Number of Additional Copies
FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. TOTAL

Submit your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309

Be sure to include: completed form, acceptable identification, payment, self-addressed, stamped, business-size envelope, and any additional proof or authorization required

Make check or money order payable to: STATE OF WIS. VITAL RECORDS

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

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) 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?

Requests for certified and uncertified copies of marriage certificates may take up to 2 weeks plus mail time to complete.

3. What identification is required when applying for a marriage certificate?

Requests for certified copies require proof of identification. A **photocopy** of the applicant’s ID is required.

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>**