

FAX APPLICATION FOR A WISCONSIN MARRIAGE CERTIFICATE

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 Wisconsin Marriage Certificate.

Your credit card number and expiration date are required. The credit card number and expiration date will only be used to process payment for the fees specified in SECTION III – FEES below on this FAX Application for a Wisconsin Marriage Certificate.

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 90 days, or both, per s.69.24(2) Wis. Stats. Any person who willfully and knowingly obtains a marriage certificate for fraudulent purposes 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 s. 69.24(1) Wis. Stats.]

INSTRUCTIONS: Please complete this form and **FAX to 608-255-2035**. *All FAX applications are charged an expedited service fee.*
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. 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. NUMBER
4. CITY			5. STATE	6. ZIP CODE	

SECTION II – APPLICANT'S RELATIONSHIP TO ONE OF THE PERSONS NAMED ON THE MARRIAGE CERTIFICATE (CHECK ONE)	
<input type="checkbox"/> A. I am one of the persons named on the marriage certificate. <input type="checkbox"/> B. I am a member of the immediate family of one of the persons named on the marriage certificate. <i>(Only those listed below qualify as immediate family.)</i> NOTE: Grandchildren, step-parents, step-children and step-brothers/step-sisters may only obtain certified copies as section II, categories C – E. CHECK ONE. <input type="checkbox"/> Parent <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> C. I am the legal custodian or guardian of one of the persons named on the marriage certificate. <i>(Legal proof is required. See item 1 on page 2.)</i> <input type="checkbox"/> D. I am a representative, authorized in writing, by any of the above checkboxes (categories A - C). <i>(The written and notarized authorization must be attached to this application. See item 1 on page 2.)</i> Specify the person you represent: _____ <input type="checkbox"/> E. I can demonstrate that the information from the marriage certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. <i>(Proof is required.)</i> Specify your interest: _____ <input type="checkbox"/> F. None of the above. I am requesting an uncertified copy. Copy will not be valid for legal identity or benefit purposes. <i>(See Item 1 and 2 on page 2.)</i>	

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 (Month / Day / Year) _____

SECTION III – FEES FEES ARE NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED.	
Mandatory fees are already filled in. Please fill in additional fees for extra copies or UPS delivery, if applicable.	
1. Search Fee (includes one copy if found)	\$ 20.00 <u>20.00</u>
2. Additional copies of the same certificate issued at the same time as the first copy _____ X \$ 3.00 _____ <small style="margin-left: 150px;">Number of Additional Copies</small>	\$ 3.00 _____
3. Expedited Service Fee	\$ 20.00 <u>20.00</u>
4. Credit Card Processing Fee	\$ 6.00 <u>6.00</u>
5. Shipping <input type="checkbox"/> Regular Mail - No additional cost; mailed within five business days	\$ 0.00 _____
<input type="checkbox"/> UPS Next Day - \$19.00 in the continental U.S.A.; shipped within two business days	\$ 19.00 _____
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.	
CREDIT CARD NUMBER _____	EXPIRATION DATE _____
➤ SIGNATURE - Credit Card Holder _____	DATE SIGNED _____

SECTION V – MARRIAGE CERTIFICATE INFORMATION		
BIRTH NAME – First	Middle	BIRTH Last Name
BIRTH NAME – First	Middle	BIRTH Last Name
PLACE OF MARRIAGE - City, Village, or Township	PLACE OF MARRIAGE - County	DATE OF MARRIAGE (Month / Day / Year)

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

A **certified** copy of a marriage certificate issued by the State Vital Records Office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. A certified copy may be required to change your last name or to obtain benefits.

State law restricts who may obtain a **certified** copy of a marriage certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- A person named on the marriage certificate (section II, category A).
- An immediate family member defined as a parent (whose name is on one of the parties birth certificates and whose parental rights have not been terminated), brother, sister, grandparent, or child of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories C-E.
- The legal custodian or guardian of a person named on the marriage certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the marriage certificate is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a marriage certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category F).

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

Copies of marriage certificates are available from the State Vital Records Office no less than 3 weeks from the date of the marriage.

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

Requests for copies of marriage certificates may take up to 5 business days plus mail time to complete.

▪ **Applying by Fax requesting UPS Shipping**

Requests for copies of marriage certificates are usually completed and shipped within two business days.

3. What identification is required when applying for a certified or uncertified copy of a marriage certificate?

A **photocopy** of the applicant’s ID as listed below must be submitted with **all** fax applications

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

Acceptable forms of identification are:

One of these:

- Wisconsin driver’s license
- Wisconsin ID card
- Out-of-state driver’s license or ID card

OR

- US government issued photo ID
- Passport
- Check book/bank statement

Two of these:

- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earning statement

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