



**OFFICE OF VITAL STATISTICS**  
**APPLICATION FOR A MARRIAGE RECORD FOR**  
**LICENSES ISSUED IN FLORIDA**

**(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)**

**The Office of Vital Statistics no longer forwards records to the Department of State (DOS) for the DOS Apostille/Exemplified Certification process.** If you require an apostille or exemplified certification by the DOS, once this record is received by you from our office, you will need to forward it to the DOS. Please read the back of this application for their mailing, street and website addresses and telephone number. You MUST be sure to use this application when requesting certification from our office to ensure you receive the type of certification needed for forwarding to the DOS for their apostille/exemplified certification process.

**SECTION A – REGISTRANT INFORMATION.** Please provide us much information as is known to you. *Asterisk (\*) items are REQUIRED fields*

<b>* GROOM →</b>	FIRST NAME	MIDDLE NAME	LAST NAME INCLUDING SUFFIX		DATE OF BIRTH <small>.(If known)</small>
<b>* BRIDE →</b>	FIRST NAME	MIDDLE NAME	LAST NAME	MAIDEN, IF DIFFERENT	DATE OF BIRTH <small>.(If known)</small>
<b>* DATE OF EVENT →</b>	MONTH	DAY	YEAR (4-DIGIT)	ADDITIONAL YEARS TO BE SEARCHED <small>LIST SPAN OF YEARS TO SEARCH (ONLY if you do not know the exact year of the event)</small>	STATE FILE NO. <small>(If known)</small>
CITY or COUNTY WHERE MARRIAGE LICENSE ISSUED <small>(See reverse side)</small>				<b>* COUNTRY WHERE CERTIFICATION TO BE USED</b> <small>(Required to ensure you receive the correct type of certification)</small>	

**CORRECTED or AMENDED** To your knowledge, has the Court corrected/amended this document and forwarded the corrected record to Vital Statistics? Yes  No.

**SECTION B – FEES & PAYMENT -**

**1<sup>st</sup> Certification OR Single Status Request** (see reverse for explanation of Single Status Statement)-.

\$5.00	X	1	=	
--------	---	---	---	--

**Additional Certifications or Single Status Statement** \$4.00 Each

	X	No.Cert'	=	
--	---	----------	---	--

**Additional Years to be Searched:**

Required ONLY when the exact year of the marriage is not known and you wish more than one year searched. The maximum additional year search fee is \$ 50.00 regardless of the total number of years to be searched. *(Be sure to Indicate the range of years to be searched in Section A above)*

	X	No.of Yrs.	=	
--	---	------------	---	--

**RUSH SERVICE:** RUSH fee will expedite your request within our office by prioritizing your request. Certification(s) will be mailed 1<sup>st</sup> class mail UNLESS prepaid self-addressed envelope is included with your request.

--	--	--	--	--

**PAYMENT MADE PAYABLE TO:** Vital Statistics. Check or money order. **(DO NOT SEND CASH)** International payments should be made by Cashiers Check or Money Order in U. S. Dollars.  
*Florida Law imposes an additional service charge of \$15.00 for dishonored checks.*

<b>TOTAL →</b>	
----------------	--

**SECTION C – APPLICANT INFORMATION**

*Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.*

<b>Applicant's Name</b>	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)		
<b>TYPE OR PRINT</b>					
DELIVERY ADDRESS (INCLUDE APT. NO., IF APPLICABLE)	CITY		STATE	ZIP CODE	
HOME PHONE NUMBER	ALTERNATE PHONE NUMBER		SIGNATURE OF APPLICANT		

## **INFORMATION AND INSTRUCTIONS**

### **APPLICATION FOR A MARRIAGE RECORD FOR LICENSES ISSUED IN FLORIDA**

An apostille is a certification provided under the Hague convention of 1961 for authenticating documents for use in foreign countries. An exemplified certification covers those countries who did not sign the Hague Treaty. The sole function of the apostille or exemplified certificate is to certify the authenticity of the signature of the document. In Florida, the apostille or exemplified certificate contains the original signature of the State Registrar and the Secretary of State.

Once the certification is obtained by you, you will need to forward it to the Florida Department of State (DOS) for the Apostille/Exemplified Certification which is certifying to the signature of Florida's State Registrar. The address for mailing to the DOS is: Department of State, Division of Corporations, Apostille Certification, P.O. Box 6800, Tallahassee, FL 32314-6800; telephone (850) 245-6945. If wanting walk in service or using a courier delivery, the address is Department of State, Division of Corporations, Apostille Certification, Clifton Building, 2661 Executive Center Circle, Tallahassee, FL 32301. We urge you visit their website at [www.dos.state.fl.us/](http://www.dos.state.fl.us/) for information you will need regarding their requirements, processing time, fees, etc. Once you access their website, select Corporations, then Apostilles. You will need to be sure you provide the name of the country where the certification is needed to DOS.

**SINGLE STATUS STATEMENT:** If marrying in another country, proof of "single status" may be required by that country. Your request will generate a search of state of residence records (if Florida) to verify that a marriage record is not on file for you in Florida. An official "not found" statement indicating this fact will be provided in lieu of a marriage record.

**REGISTRATION OF MARRIAGE RECORDS:** After a marriage has been recorded with the Clerk of Court, the Clerk sends the original document to this office. If the marriage was recently ordained, it generally takes up to 60 days to be received, registered and available for certification from our office.

**MARRIAGE RECORDS:** We ONLY have records for period June 6, 1927 to the present. Any marriages prior to June 6, 1927 are obtainable from the Clerk of the Court in the County where the marriage license was issued.

**MARRIAGE STATISTICAL PORTION/ELIGIBILITY:** Except for the Social Security numbers (SSN) contained on a Marriage Record, the record is a public record and may be released to anyone who has properly applied and paid the required fee(s). There is also some statistical information that is available for certain years on marriage records and will be included on the certification, if available. This information includes the number of previous marriages and date last marriage ended.

- For Marriage prior to 1972, any statistical information would have been included on the Application to Marry and is only available from the Clerk of Court in the county where the marriage license was issued. Visit their website at [www.flclerks.com](http://www.flclerks.com)
- For Marriage 1972 – Present, the statistical portion is contained with the marriage record and, except for SSN, will automatically be included on the certification.

**SEARCH INFORMATION FOR MARRIAGE REQUESTS:** Marriages are indexed by both bride and groom. Provide as much information as known.

**RESPONSE TIME:** Processing time in our office can range from 3 – 10 business days. This does not include mail time. If you are short on time, you may want to consider paying the \$10 Rush Fee which will expedite your request by prioritizing your request within our office. Certification(s) are mailed 1<sup>st</sup> Class Mail unless a prepaid self-addressed express envelope is included with your request.

**FEES ARE NONREFUNDABLE:** Vital record fees are nonrefundable, with one exception. Fees paid for additional copies when no record is found will be refunded upon written request.

**If you need assistance, you may call our Client Services Unit at (904) 359 – 6900, ext. 9000.**

#### **MAIL THIS APPLICATION WITH PAYMENT TO**

**STATE OFFICE OF VITAL STATISTICS - ATTN: CLIENT SERVICES UNIT**

**P.O. BOX 210**

**Jacksonville, FL 32231-0042**

(Street Address: 1217 North Pearl Street, 32202)

**PLEASE VISIT OUR WEBSITE: [www.doh.state.fl.us/planning\\_eval/Vital\\_Statistics/index.html](http://www.doh.state.fl.us/planning_eval/Vital_Statistics/index.html)**