WISCONSIN MARRIAGE CERTIFICATE APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

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.].

I. APPLICANT INFORMATION

The information in Section I is about the person completing this application.

YOUR **CURRENT** NAME – First	Middle	Last

YOUR **STREET** ADDRESS *(**CANNOT** be a P.O. Box address)*	Apt. No.	**MAIL TO** ADDRESS *(if different)*	Apt. No.

City	State	ZIP Code	City	State	ZIP Code

YOUR 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

According to Wisconsin Statute, a CERTIFIED copy of a marriage certificate is only available to those with a "direct and tangible interest." (See item 1 on page 2.)

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. **CHECK ONE of the following:**
☐ Parent ☐ Brother / Sister ☐ Grandparent ☐ Child
NOTE: Grandchildren, step-parents, step-children, step-brothers/ step-sisters may only obtain certified copies as categories C – E.

☐ C. I am the **legal custodian or guardian** of one of the persons named on the marriage certificate. (Legal proof is required.)

☐ D. I am a **representative, authorized** in writing, by any of the aforementioned (categories A - C). (The written and notarized authorization must accompany this application.)
Specify the person you represent: _____

☐ 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. (Proof is required.)
Specify your interest _____

☐ F. None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for legal purposes.)

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED (This information will assist us in processing your request.)

III. FEES

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED.

☒ Search Fee **(includes one copy, if found)** ..... $ 20.00 20.00

☐ Additional copies of the same certificate issued at the same time as the first copy ..._____ X $ 3.00 _____
Number of Additional Copies

TOTAL _____

Make check or money order payable to:
Register of Deeds

Mail your application materials and fee to: Green County Register of Deeds 1016 16th Avenue Monroe WI 53566
Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ any additional proof or authorization required, ☐ self-addressed, stamped, business-size envelope, and ☐ check or money order.

IV. MARRIAGE INFORMATION

BIRTH NAME – First	Middle	BIRTH Last Name
BIRTH NAME – First	Middle	BIRTH Last Name
LOCATION OF MARRIAGE – City, Village, or Township	LOCATION OF MARRIAGE - County	DATE OF MARRIAGE (MM/DD/YYYY)

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.

Clear / Reset Form

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 party's 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 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?

A **photocopy** of the applicant's ID as listed below must be submitted with **all** mail applications. ID as listed below is required when applying in-person.

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

Two of these:

- US government issued photo ID
- Passport
- Check book/bank statement
- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

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