

**WISCONSIN MARRIAGE CERTIFICATE APPLICATION**

(for Mail or In-Person Requests)

TYPE or PRINT.

**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 s. 69.24(1), Wis. Stats.].

|                                 |  |                 |               |  |                 |          |
|---------------------------------|--|-----------------|---------------|--|-----------------|----------|
| <b>I. APPLICANT INFORMATION</b> | <b>The information in Section I is about the person completing this application.</b> |                 |               |  |                 |          |
|                                 | YOUR CURRENT NAME - First Middle Last  |                 |               | MAIL TO NAME – First (if different) Last           |                 |          |
|                                 | YOUR STREET ADDRESS (CANNOT be a P.O. Box address)                                   |                 |               | MAIL TO ADDRESS (if different than street address) |                 |          |
|                                 | City   | State           | ZIP Code      | City   | State           | ZIP Code |
|                                 | DAYTIME TELEPHONE NUMBER<br>( )  |                 | EMAIL ADDRESS |  |                 |          |
| TYPE OF CURRENT VALID PHOTO ID  |  | PHOTO ID NUMBER |               | STATE OF ISSUANCE                                  | EXPIRATION DATE |          |

|  |   |
|--|---|
| <b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b> | 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)   |
|  | <p><b>CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.</b></p> <p>A. <input type="checkbox"/> I am one of the <b>persons named</b> on the marriage certificate.</p> <p>B. I am a <b>member of the immediate family</b> of one of the persons named on the marriage certificate.<br/> <input type="checkbox"/> Parent                      <input type="checkbox"/> Brother/Sister                      <input type="checkbox"/> Child<br/> <input type="checkbox"/> Maternal Grandparent                      <input type="checkbox"/> Paternal Grandparent</p> <p>C. <input type="checkbox"/> I am the <b>legal custodian or guardian</b> of one of the persons named on the marriage certificate.</p> <p>D. <input type="checkbox"/> I am a <b>representative authorized</b> by any person in category A, B or C, including an attorney.<br/>                 Specify whom you represent. _____</p> <p>E. <input type="checkbox"/> I can demonstrate that the marriage certificate is necessary for the <b>determination or protection of a personal or property right</b>.<br/>                 Specify your interest _____</p> <p>F. <input type="checkbox"/> None of the above. I am requesting an <b>uncertified</b> copy. (Copy will not be valid for identity or legal purposes.)</p> <p><small>NOTE: Grandchildren, stepparents, stepchildren and stepbrothers/sisters may only obtain certified copies as categories C-E.</small></p> |

**PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:** \_\_\_\_\_

|   |  |
|---|--|
| <b>III. FEES</b>  | <input type="checkbox"/> First Copy Fee..... \$ 20.00 <u>20.00</u>   |
|   | <input type="checkbox"/> Additional copies of the same certificate issued at the same time as the first copy _____ X \$ 3.00 _____<br><small>Number of Additional Copies</small> |
| <b>SEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.</b> |  |
| <b>TOTAL</b> _____  |  |

Make check or money order payable to: **REGISTER OF DEEDS**

Be sure to include (1) Completed form (2) acceptable identification (3) any additional proof or authorization required (4) self-addressed business-size envelope and (5) check or money order

**MAIL APPLICATION AND FEE TO: REGISTER OF DEEDS P.O. BOX 2806 OSHKOSH, WI 54903-2806**

|                                 |   |
|---------------------------------|---|
| <b>IV. MARRIAGE INFORMATION</b> | 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 Town |

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 to the categories listed above.

|                       |                          |
|-----------------------|--------------------------|
| SIGNATURE (Applicant) | Date Signed (MM/DD/YYYY) |
|-----------------------|--------------------------|

**OFFICE USE ONLY** Applicant ID#: \_\_\_\_\_ Transaction ID#: \_\_\_\_\_ Carryover :

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Certificate Numbers: \_\_\_\_\_ SVRIS: \_\_\_\_\_ AVID: \_\_\_\_\_

Cash / Check: \$ \_\_\_\_\_ Refund: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ CC / VitalChek: \$ \_\_\_\_\_ ORDER#: \_\_\_\_\_

## WISCONSIN MARRIAGE CERTIFICATE APPLICATION INSTRUCTIONS

### 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?

#### APPLYING IN PERSON

- Requests for certified or uncertified copies of marriage certificates are usually completed within 30 minutes.

#### APPLYING BY MAIL

- Requests for certified or uncertified copies of marriage certificates are usually completed and mailed the same day they are received.

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

- Requests for certified copies require proof of identification. Applicant's original ID is required for in-person applications.
- A **photocopy** of the applicant's ID is required for mail applications.

**At least one form of ID must show your name and address. 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 920-232-3390  
or visit our website at [www.co.winnebago.wi.us](http://www.co.winnebago.wi.us)**