



**Monterey County Clerk-Recorder  
APPLICATION FOR CERTIFIED COPY**

- CONFIDENTIAL MARRIAGE** Certificate (\$15.00) – In-Person  
 **CONFIDENTIAL MARRIAGE** Certificate (\$15.00) – By Mail

**INFORMATION:** Monterey County only has records of marriage licenses that were purchased in **Monterey County**. For all other vital records you must contact the county in which the event is registered or contact the State Office of Vital Records - M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410. Phone Number: (916) 445-2684.

**INSTRUCTIONS:** Use a separate blank application for **each** different record requested. **All sections must be completed in their entirety.**  
 1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record. This application must be completed **prior to conducting a search for the record** and no refunds or exchanges will be made once the copy(s) have been issued.

**PAYMENT OPTIONS:**

**Mail orders** -Include with this application sufficient money, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to the “Monterey County Clerk.” Mail this application along with the fee to the Monterey County Clerk’s Office, P.O. Box 29, Salinas, CA 93902 Our physical address is: 168 W. Alisal St, 1<sup>st</sup> Floor, Salinas, CA 93901. Please allow 3-5 business days for processing time.

**Mail Requests** - Payment may be made by check, postal or bank money order, cashier's check. Please check the appropriate box:  
 Check Enclosed       Money Order/Cashier's Check

**Walk-in** customers - Doors are open 8 a.m. to 5:00 p.m., Monday - Friday, excluding holidays.

**CERTIFICATE INFORMATION-Please indicate the type of certificate requested and print legibly or type all information below. By my signature I understand that I am to provide exact spelling of the name that appears on the certificate or I will be charged for each additional name search.**

Name on Certificate - First Name	Middle Name	Last Name on Certificate	
Second Person on Certificate (Marriage) – First Name	Middle Name	Last Name on Certificate	
City or Town of Event	Date of Event (date of marriage)	Number of Copies Requested	

**APPLICANT INFORMATION - PLEASE PRINT LEGIBLY OR TYPE**

1. When **Appearing In Person** - **COMPLETE BOTH TOP AND BOTTOM PORTIONS.** Monterey County requires photo identification. You will need to sign the application under penalty of perjury in front of a member of our staff.  
 2. **Mail Requests** - **Complete both top and bottom portions,** but do not sign the Penalty of Perjury statement. **See the reverse side.**

Purpose of Request (ie: passport, insurance, school, sports etc.)	Relationship to Certificate Holder (ie: self, parent, grandparent, child etc.) (See page 3)		
Name or person Completing Application	Daytime Telephone Number – Area Code First		
Address – Number, Street, and Unit # (if Applicable)	City	State	Zip Code

Certified Copies - I agree not to use the record obtained from this application or any portion thereof, for fraudulent purposes. I am signing my own legal name and I am an authorized person as shown in Health and Safety Code Section 103526. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**BELOW SECTION FOR COUNTY CLERK'S USE ONLY**

Reel & Pg / Certificate Number	Copy made by (Initials):	Bank Note Paper Number(s)	Reg <input type="checkbox"/>	Inf. Copy <input type="checkbox"/>
Date Processed	Counter <input type="checkbox"/>	Mail <input type="checkbox"/>	Type of ID and ID Number	Cashiered by (Initials):

