

## 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 Wis. Stat. § 69.24(1)].

<b>I. APPLICANT INFORMATION</b>	CURRENT NAME – First	Last	MAIL TO NAME - First (if different)	Last		
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No		MAIL TO ADDRESS (if different than street address) Apt. No.			
	City	State	ZIP Code	City	State	ZIP Code
	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
<b>II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE</b>	Per Wis. Stat. § 69.20(1), a <b>CERTIFIED</b> copy of a marriage certificate is only available to those with a "direct and tangible interest." (A–E)					
	CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the marriage certificate.					
	A. <input type="checkbox"/> I am <b>one of the persons named</b> on the marriage certificate. B. I am a <b>member of the immediate family</b> of one of the persons named on the marriage certificate. <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent C. <input type="checkbox"/> I am the <b>legal custodian or guardian</b> of one of the persons named on the marriage certificate. D. <input type="checkbox"/> I am a <b>representative authorized</b> by any person in categories A - C, including an attorney. Specify the person you represent: _____ E. <input type="checkbox"/> I can demonstrate the marriage certificate is necessary for the <b>determination or protection of a personal or property right</b> . Specify your interest _____ 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.) NOTE: Grandchildren, stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories C – E.					
<b>III. FEES</b>	PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:					
	First Copy Fee ..... \$ 20.00 <u>20.00</u> Additional copies of the same certificate issued at the same time as the first copy ..... X \$ 3.00 _____ <div style="text-align: right; margin-right: 50px;">Number of Additional Copies</div> <div style="text-align: right;">TOTAL _____</div>					
<b>Submit your application materials and fee to:</b> <b>Be sure to include:</b> <input type="checkbox"/> completed form, <input type="checkbox"/> acceptable identification, <input type="checkbox"/> payment, <input type="checkbox"/> any additional proof or authorization required						
<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 Township		
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.

**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**

**APPLYING BY MAIL**

**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  
or visit our website at**