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 DAYTIME TELEPHONE NUMBER ( )
YOUR **STREET** ADDRESS (***CANNOT*** *be a P.O. Box address)* Apt. No.		**MAIL TO** ADDRESS *(if different)* Apt. No.	
City, Village, or Township / State / ZIP Code		City / State / ZIP Code	

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" *(categories A – E below.)* You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A–E. In that case, you may check category F below. *(See item 1 on page 2 for more details.)*

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. *(Only those listed below qualify as immediate family.) NOTE: Grandchildren, step-parents, step-children, step-brothers/ step-sisters may only obtain certified copies as section II, categories C – E.*

CHECK ONE. ☐ Parent (whose name is on the bride or groom's birth certificate and whose parental rights have not been terminated)
☐ Brother / Sister ☐ Grandparent ☐ Child

☐ C. I am the **legal custodian or guardian** of one of the persons named on the marriage certificate. *(Legal proof is required. See items 1 and 2 on page 2.)*

☐ D. I am a **representative, authorized** in writing, by any of the above checkboxes (categories A - C). *(The written and notarized authorization must be attached to this application. See item 1 on page 2.)*
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 identity or benefit purposes. See Items 1 and 2 on page 2.

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

III. FEES

☒ First copy…… $ 20.00 20.00

☐ Each additional copy of the same record, issued at the same time as the first copy _____ (State # of additional copies) X $ 3.00 _____

TOTAL NUMBER OF COPIES REQUESTED _____ **TOTAL $** _____

Make check or money order payable to:
DODGE COUNTY Register of Deeds

Mail your application materials and fee to: **DODGE COUNTY REGISTER OF DEEDS**
127 EAST OAK STREET, JUNEAU, WI 53039-1391

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 (**PLEASE NOTE: Dodge County does not accept out-of-state personal checks)**.

IV. MARRIAGE INFORMATION

GROOM'S BIRTH NAME - First	Middle	BIRTH Last Name
BRIDE'S BIRTH NAME - First	Middle	BIRTH Last Name

LOCATION OF MARRIAGE – City, Village, or Township	LOCATION OF MARRIAGE - County	DATE OF MARRIAGE (Month/Day/Year)

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. IMPORTANT: If you do not sign & date this form, your request cannot be processed.

SIGNATURE Applicant (person named in section I, who is completing this application)	Date Signed (Month / Day / Year)

FOR OFFICE USE ONLY: CERTIFICATE # CASH CHECK CC Date Issued

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 Local Vital Records Office will have a raised seal, will show the signature of the Local 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:

- The bride or groom named on the marriage certificate (section II, category A).
- An immediate family member defined as a parent (whose name is on the bride or groom's birth certificate 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 the bride or groom 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 15 minutes 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 2 days to complete.
- **Applying by Mail**
  - Requests for **certified** copies of marriage certificates may take up to 2 days 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 week plus mail time.

3. What identification is required when applying for a certified or uncertified copy of a marriage certificate?

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

At least one form of ID must show your current name and current address. Expired cards or documents will not be accepted.

The acceptable forms of identification are:

One of these:

- Wisconsin driver's license
- Wisconsin photo ID
- Out-of-state driver's license or photo ID card

OR

Two of these:

- Government-issued employee ID card or badge with photo
- US Passport
- Check or bank book
- Major Credit Card
- Health Insurance Card
- Recent dated, signed lease
- Recent utility bill or traffic ticket

If you have questions regarding this form, please call 920-386-3720.