



**State of Florida
Department of Health - Office of Vital Statistics**

**APPLICATION FOR FLORIDA DISSOLUTION OF MARRIAGE REPORT
(DIVORCE OR ANNULMENT) GRANTED IN FLORIDA
(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)**

The Office of Vital Statistics does not forward records to the Department of State (DOS) for the DOS Apostille/Exemplified Certification process. If an apostille or exemplified certification from the DOS is needed, forward the record received from this application to the DOS. See the back of this application for DOS's mailing, street and website addresses and telephone number. Use this application when requesting certification from our office to ensure the correct certification needed for forwarding to the DOS for the apostille/exemplified certification process.

SECTION A – REGISTRANT INFORMATION

Please provide as much information as is known to you. Asterisk () items are REQUIRED fields.*

| | | | | | |
|---|-------|--------|-----------------------|---|------------------------------|
| *NAME OF SPOUSE | FIRST | MIDDLE | LAST INCLUDING SUFFIX | MAIDEN, IF DIFFERENT | DATE OF BIRTH (If known) |
| *NAME OF SPOUSE | FIRST | MIDDLE | LAST INCLUDING SUFFIX | MAIDEN, IF DIFFERENT | DATE OF BIRTH (If known) |
| *DATE OF EVENT | MONTH | DAY | YEAR (4-DIGIT) | ADDITIONAL YEARS TO BE SEARCHED LIST SPAN OF YEARS TO SEARCH (ONLY if you do not know the exact year of the event) | STATE FILE NUMBER (If known) |
| CITY OR COUNTY WHERE DISSOLUTION GRANTED (If known) | | | | *COUNTRY WHERE CERTIFICATE TO BE USED (Required to ensure you receive the correct type of certification) | |

CORRECTED or AMENDED Has the Clerk of Court corrected/amended an item on this Dissolution of Marriage Report (Divorce or Annulment) and forwarded the newly corrected Record to the Office of Vital Statistics? Yes No

SECTION B – FEES & PAYMENT

The \$5.00 fee entitles the applicant to one Certification of *Dissolution of Marriage Report (Divorce or Annulment)* from **June 1927 to present or if a record is not found, a certified "Not Found" statement will be issued.**
The Certification of *Dissolution of Marriage Report* is recognized and accepted by ALL State and Federal Agencies.

Additional Certifications:

\$4.00 for each subsequent Computer Certification

Additional Years to be Searched: Required ONLY when the exact year of the divorce is not known and you wish more than one year searched. \$2.00 for each additional year. The maximum additional year search fee is \$ 50.00 regardless of the total number of years to be searched. **(Indicate the range of years to be searched in Section A above.)**

| | | | | |
|--------|---|-------------|---|--------|
| \$5.00 | X | 1 | = | \$5.00 |
| \$4.00 | X | No. Certs. | = | \$ |
| \$2.00 | X | No. of Yrs. | = | \$ |

RUSH ORDERS (Optional): RUSH fee will expedite your request within our office by prioritizing your request. Certification(s) will be mailed 1st class mail UNLESS a prepaid self-addressed envelope is included with our request. *(Processing time within our office for Rush Service is 2-3 business days; routine processing time within our office is 4-6 business days.)*

Check here for RUSH Order \$

TOTAL AMOUNT ENCLOSED: \$

TOTAL AMOUNT ENCLOSED: Check or Money Order Payable to: Vital Statistics. **(DO NOT SEND CASH)** International payments should be made by Cashiers Check or Money Order in U. S. Dollars. *Florida Law imposes an additional service charge of \$15.00 for dishonored checks.*

SECTION C – APPLICANT/MAILING INFORMATION

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes

| | | | | |
|--|--|--------|-----------------------------|----------|
| Applicant's Name | FIRST | MIDDLE | LAST (INCLUDING ANY SUFFIX) | |
| DELIVERY ADDRESS (INCLUDE APT. NO., IF APPLICABLE) | CITY | | STATE | ZIP CODE |
| HOME PHONE NUMBER | RELATIONSHIP TO REGISTRANT | | SIGNATURE OF APPLICANT | |
| WORK PHONE NUMBER | | | | |
| IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO. | IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT AND THEIR RELATIONSHIP TO REGISTRANT | | | |

IF THE CERTIFICATION IS TO BE MAILED TO ANOTHER PERSON OR ADDRESS USE THE SPACES BELOW TO SPECIFY SHIP TO NAME AND ADDRESS.

| | | | | |
|-------------------|---|--------|-----------------------------|----------|
| SHIP TO NAME | FIRST | MIDDLE | LAST (INCLUDING ANY SUFFIX) | |
| HOME PHONE NUMBER | SHIP TO STREET ADDRESS (AND APT. NO. IF APPLICABLE) | | | |
| WORK PHONE NUMBER | CITY | | STATE | ZIP CODE |

INFORMATION AND INSTRUCTIONS
APPLICATION FOR FLORIDA DISSOLUTION OF MARRIAGE REPORT
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(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)

An apostille is a certification provided under the Hague convention of 1961 for authenticating documents for use in foreign countries. An exemplified certification covers those countries which did not sign the Hague Treaty. The sole function of the apostille or exemplified certificate is to certify the authenticity of the signature on the document. In Florida, the apostille or exemplified certificate contains the original signature of the State Registrar and the Secretary of State.

Once the certification is obtained, it should be forwarded to the Florida Department of State (DOS) for the Apostille/Exemplified Certification of the signature of Florida's State Registrar. The address for mailing to the DOS is: Department of State, Division of Corporations, Apostille Certification, P.O. Box 6800, Tallahassee, FL 32314-6800; telephone (850) 245-6945. For walk-in service or courier delivery, the address is Department of State, Division of Corporations, Apostille Certification, Clifton Building, 2661 Executive Center Circle, Tallahassee, FL 32301. See the website at www.dos.state.fl.us/ for information regarding their requirements, processing time, fees, etc. To access the correct area on the website, select Corporations, then Apostilles. Be sure to provide the name of the country where the certification is needed.

REGISTRATION OF DIVORCE REPORTS: After a divorce has been recorded with the Clerk of Court, the Clerk sends a report to this office. If the dissolution (divorce) was recently granted, it generally takes up to 60 days to be received, registered and available for certification from our office.

DISSOLUTION (DIVORCE) REPORTS: We ONLY have reports for period of June 6, 1927 to the present. Any divorces prior to June 6, 1927 are obtainable from the Clerk of the Court in the County where the divorce was granted. The report we issue is an abstract of information taken from the judgment which generally contains only names and date and place of divorce. The actual judgment may be obtained from the clerk of court in the county where divorce was granted. Clerk of court website: www.flclerks.com.

SEARCH INFORMATION FOR DISSOLUTION/DIVORCE REQUESTS: For events prior to 1970, provide the name of the husband as records were only indexed in this manner. For events from 1970 to present, searches may be by name of either spouse.

PROCESSING TIME: Processing time can range from 4-6 business days, not including mailing time. A \$10 Rush Fee will expedite the request within our office. Certification(s) are mailed 1st Class Mail unless a prepaid self-addressed express envelope is included with the request.

FEES ARE NONREFUNDABLE: If no record is found, a "Not Found" statement will be issued. Fees are nonrefundable, except fees paid for additional copies when no record is found. These are refunded on written request.

If you need assistance, you may call our Apostille Unit at (904) 359-6900, ext. 9006.

MAIL THIS APPLICATION WITH PAYMENT TO:

DEPARTMENT OF HEALTH

OFFICE OF VITAL STATISTICS

ATTN: APOSTILLE UNIT

P.O. BOX 210,

Jacksonville, FL 32231-0042

(Street Address: 1217 North Pearl Street, Jacksonville, Florida, 32202)

PLEASE VISIT OUR WEBSITE:

www.FloridaVitalStatisticsOnline.com