



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

**APPLICATION FOR A MARRIAGE RECORD FOR LICENSES ISSUED 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.** Provide as much information as known. Asterisk (\*) items are **REQUIRED** fields

*NAME OF SPOUSE	FIRST NAME	MIDDLE NAME	LAST NAME INCLUDING SUFFIX	MAIDEN, IF DIFFERENT	DATE OF BIRTH <i>(If known)</i>
*NAME OF SPOUSE	FIRST NAME	MIDDLE NAME	LAST NAME INCLUDING SUFFIX	MAIDEN, IF DIFFERENT	DATE OF BIRTH <i>(If known)</i>
*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 NO. <i>(If known)</i>
CITY/COUNTY WHERE MARRIAGE LICENSED ISSUED (See reverse side)			*COUNTRY WHERE CERTIFICATION TO BE USED (Required to ensure you receive the correct type of certificate)		

**CORRECTED or AMENDED** To your knowledge, has the Clerk of Court corrected/amended an item on this Marriage Record and forwarded the newly corrected Record to the Office of Vital Statistics?  Yes  No

**SECTION B – FEES & PAYMENT**

**1<sup>st</sup> Certification or Single Status Report** (see reverse for explanation of Single Status Statement)

\$5.00	X	1	=	\$5.00
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**Additional Certification or Single Status.** \$4.00 Each

\$4.00	X	No. Certs.	=	\$
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**Additional Years to be Searched:**

Required ONLY when the exact year of the marriage is not known and you wish more than one year searched. The maximum additional year search fee is \$ 50.00 regardless of the total number of years to be searched. *(Be sure to indicate the range of years to be searched in Section A above)*

\$2.00	X	No. of Yrs.	=	\$
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**RUSH ORDERS** (Optional): RUSH Fees are an additional \$10.00.

If you desire RUSH service, mark the outside of your envelope **“RUSH”** (Processing time within our office for Rush Check here for RUSH Order  Service is 2-3 business days; routine processing time within our office is 4-6 business days.)

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**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.**

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**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 <b>TYPE OR PRINT</b>	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 <b>TYPE OR PRINT</b>	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 MARRIAGE RECORD FOR LICENSES ISSUED IN FLORIDA**  
**(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/](http://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.

**SINGLE STATUS STATEMENT:** If marrying in another country, proof of "single status" may be required by that country. This request will generate a search of state of residence records (if Florida) to verify that a marriage record is not on file. An official "Not Found" statement indicating this fact will be provided in lieu of a marriage record.

**REGISTRATION OF MARRIAGE RECORDS:** After a marriage has been recorded with the Clerk of Court, the Clerk sends the original document to this office. If the marriage recently occurred, it generally takes up to 60 days for documents to be received, registered and available for certification from our office.

**MARRIAGE RECORDS:** We ONLY have records for the period June 6, 1927 to the present. Any marriages prior to June 6, 1927 are obtainable from the Clerk of the Court in the County where the marriage license was issued.

**MARRIAGE STATISTICAL PORTION/ELIGIBILITY:** Except for the Social Security numbers (SSN) contained on a Marriage Record, the record is a public record and may be released to anyone who has properly applied and paid the required fee(s). There is also some statistical information that is available for certain years on marriage records and will be included on the certification, if available. This information includes the number of previous marriages and date last marriage ended.

- For Marriage prior to 1972, any statistical information would have been included on the Application to Marry and is only available from the Clerk of Court in the county where the marriage license was issued. Visit their website at [www.flclerks.com](http://www.flclerks.com)
- For Marriage 1972 to present, the statistical portion is contained with the marriage record and, except for SSN, will automatically be included on the certification.

**SEARCH INFORMATION FOR MARRIAGE REQUESTS:** Marriages are indexed by bride, groom or spouse. Provide as much information as known.

**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 1<sup>st</sup> 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](http://www.FloridaVitalStatisticsOnline.com)