

WISCONSIN MARRIAGE CERTIFICATE APPLICATION
 (for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who wilfully and knowingly makes a false application for a marriage certificate 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)].

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 (<i>CANNOT be a P.O. Box address</i>)			Apt. No.	MAIL TO ADDRESS (<i>if different</i>)	Apt. No.
	City		State	ZIP Code	City	State ZIP Code

ATTACH A COPY OF YOUR CURRENT VAILD PHOTO ID (State Issued Photo ID, Drivers license, or Tribal ID) See item 3, on page 2.)

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE	Per Wis. Stat.69.20(1), a CERTIFIED 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 the PERSON NAMED on the marriage certificate.					
	A. <input type="checkbox"/> I am the PERSON NAMED on the marriage certificate.					
	NOTE: Grandchildren, step parents, step children and step siblings may only obtain certified copies as categories by C-E.					
	B. I am a member of the immediate family of the PERSON NAMED on the marriage certificate.					
	<input type="checkbox"/> Parent	<input type="checkbox"/> Paternal Grandparent		<input type="checkbox"/> Child		
	<input type="checkbox"/> Current Spouse	<input type="checkbox"/> Brother / Sister		<input type="checkbox"/> Maternal Grandparent		
	<input type="checkbox"/> Current State Registered Domestic Partner					
	C. <input type="checkbox"/> I am the legal custodian or guardian of the PERSON NAMED on the birth certificate. (<i>Legal proof is required. See item 4 on page 2.</i>)					
	D. <input type="checkbox"/> I am a legal representative authorized by any person in category A - C, including an attorney.					
	Specify whom you represent: _____					
	E. <input type="checkbox"/> I can demonstrate that the information from the marriage certificate is necessary for the determination or protection of a personal or property right.					
	Specify whom you interest: _____					
	F. <input type="checkbox"/> None of the above. I am requesting an Uncertified copy (Copy will not be valid for identity or legal purposes.)					
	PURPOSE FOR WHICH THE UNCERTIFIED IS REQUESTED:					

III. FEES	FEE <u>May or May NOT BE REFUNDABLE</u> IF NO RECORD IS FOUND. CANCELLATIONS ARE <u>NOT</u> ACCEPTED.					
	<input type="checkbox"/>	First Copy Fee	\$ 20.00	_____	20.00
	<input type="checkbox"/>	Each additional copy of the same record, issued at the same time as the first copy	_____	X \$ 3.00	_____	_____
			Number of additional copies			TOTAL

Be sure to enclose: Payment, a completed form, acceptable identification, any additional proof or authorization required and a self-addressed, stamped, business size envelope. Mail your application materials and payment to: **Register of Deeds, 311 N Main St., Shawano, WI 54166.**
Phone: 715-524-2129

IV. MARRIAGE INFORMATION	GROOM'S/SPOUSE BIRTH NAME – First		Middle	BIRTH Last Name	
	BRIDE'S /SPOUSE BIRTH NAME – First		Middle	BIRTH Last Name	
	City, Village, or Township where the marriage was performed.		COUNTY OF MARRIAGE	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.	
SIGNATURE (Applicant) ➤	Date Signed (Month / Day / Year)

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 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

- Request for certified and uncertified copies of marriage certificates are usually completed within 15 to 20 minutes, if the marriage certificate is on file.

APPLYING BY MAIL

- Request for certified and uncertified copies are processed on the same day they are received. If not, an office staff member will call to let you know of any problems or delays that same day the application is received.

3. **What identification is required when applying for a marriage certificate?**

- All requested 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 state 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 contact my office at 715-524-2129.

**Thank you,
Amy Dillenburg
Shawano County Register of Deeds**