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)].

I. APPLICANT INFORMATION

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	

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE

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 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.
☐ Parent ☐ Child ☐ Brother / Sister
☐ Maternal Grandparent ☐ Paternal Grandparent

C. ☐ I am the **legal custodian or guardian** of one of the persons named on the marriage certificate.

D. ☐ I am a **representative authorized** by any person in categories A - C, including an attorney.
Specify the person you represent: _____

E. ☐ I can demonstrate the marriage certificate is necessary for the **determination or protection of a personal or property right**.
Specify your interest _____

F. ☐ None of the above. I am requesting an **uncertified** 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.

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

III. FEES

First Copy Fee ..... $ 20.00 20.00

Additional copies of the same certificate issued at the same time as the first copy ....._____ X $ 3.00 _____
Number of Additional Copies

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED. **TOTAL** _____

Submit your application materials and fee to: **Polk County Register of Deeds, Sally L. Spanel, 100 Polk County Plaza Suite 160, Balsam Lake, WI 54810**

Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ any additional proof or authorization required and a self addressed, stamped, business-size envelope

Make check or money order payable to: Polk County Register of Deeds

IV. MARRIAGE INFORMATION

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.

Clear / Reset Form

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

Requests for certified copies of marriage certificates are usually completed within 1 business hour 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 weeks to complete.

APPLYING BY MAIL

Requests for certified copies of marriage certificates may take up to 2 weeks including 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 2 weeks plus mail time.

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 715-485-9240
or visit our website at www.co.polk.wi.us