

WISCONSIN MARRIAGE CERTIFICATE APPLICATION

- Send completed form, self-addressed envelope and appropriate fee to: **Ashland County Register of Deeds**
201 West Main Street, Room 206
Ashland, WI 54806
- Make check or money order payable to: **Ashland County Register of Deeds**

PENALTIES: Any person who willfully and knowingly makes false application for a marriage certificate shall be fined not more than \$1,000 or imprisoned not more than 90 days or both.

APPLICANT INFORMATION	THE FOLLOWING INFORMATION IS ABOUT THE PERSON COMPLETING THIS APPLICATION.		
	YOUR Name (Please Print)		
	YOUR Signature		Today's Date
	YOUR Daytime Telephone Number ()		
	YOUR Street Address		Mail To Address (if different)
	City / State / Zip		City / State / Zip
RELATIONSHIP TO PERSONS NAMED ON THE CERTIFICATE	According to Wisconsin State Statute, a CERTIFIED copy of a marriage certificate is only available to a person with a "direct and tangible interest". If you do not meet the criteria for boxes A – F, you can only receive an uncertified copy.		
	<p>Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the record:</p> <p><input type="checkbox"/> A. I <u>am</u> one of the PERSONS NAMED on the record.</p> <p><input type="checkbox"/> B. I am the <u>parent</u> of one of the PERSONS NAMED on the record.</p> <p><input type="checkbox"/> C. I am the <u>legal custodian or guardian</u> of one of the PERSONS NAMED on the record.</p> <p><input type="checkbox"/> D. I am a <u>member of the immediate family</u> of one of the PERSONS NAMED on the record. (Only those listed below qualify as immediate family.) CIRCLE ONE:</p> <p style="padding-left: 40px;">Spouse Child Brother Sister Grandparent</p> <p><input type="checkbox"/> E. I am a <u>representative authorized</u>, in writing, by any of the aforementioned (A through D). The written authorization must accompany this application.</p> <p style="padding-left: 40px;">Specify whom you represent _____</p> <p><input type="checkbox"/> F. I can demonstrate that the information from the record is necessary for the <u>determination or protection of a personal or property right</u> for myself/my client/my agency.</p> <p style="padding-left: 40px;">Specify interest _____</p> <p><input type="checkbox"/> Other: Uncertified copy only. Copy will not be valid for identification purposes.</p>		
FEES	<input type="checkbox"/> One copy \$ 20.00 <u>20.00</u>		
	<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy _____ X 3.00 _____ <div style="text-align: right; margin-right: 50px;">No. of Copies</div> <div style="text-align: right; margin-right: 50px;">TOTAL _____</div>		
MARRIAGE INFORMATION	FULL BIRTH NAME OF SPOUSE		
	FULL BIRTH NAME OF SPOUSE		
	PLACE OF MARRIAGE - CITY, VILLAGE, TOWNSHIP		COUNTY
	DATE OF MARRIAGE		
OFFICE USE	Below is for OFFICE USE ONLY		
	Vol/Pg or Document #		Number of Copies Issued
	ID	Cash / Check / Credit Card	SVRIS
			RCT

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 our office will have a raised seal, will show the signature of the State or 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 11, categories A - E) which means the following people:

- The person named on the certificate (section II, category A).
- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770. Wis. Stats.), child, or parent, brother/sister, or grandparent of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as in section II, categories C – E.
- The legal custodian or guardian of the person 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 authorization must accompany the 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.

2. How long will it take to process my request?Applying in Person

- In-person requests for copies of birth certificates are usually completed at the time of the request, if the marriage certificate is on file.

Applying by Mail

- Requests for copies of marriage certificates are usually processed within two days of receipt of the request.

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

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

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

Acceptable forms of identification are:

One of these:

Wisconsin driver’s license
 Wisconsin ID card
 Out-of-state driver’s license or ID card
 statement

OR

US government-issued photo ID
 Passport
 Check book/bank statement

Two of these:

Health insurance card
 Current, dated, signed lease
 Utility bill or traffic ticket
 Pay check or earnings

If you have questions regarding this form, please call 715-682-7008.