

County of Santa Clara
FINANCE AGENCY
Office of the County Clerk-Recorder

County Government Center
70 West Hedding Street, E. Wing, 1st Floor
San Jose, California 95110
(408) 299-5669



TO ORDER A CERTIFIED COPY OF A MARRIAGE RECORD

1. Fill out appropriate section of this request form.
2. Print your name and mailing address in the designated section below.
3. Enclose payment (DO NOT MAIL CASH) make checks or money orders payable to County Clerk-Recorder. \$13.00 each for Marriage /Search /Letter Of No Record.
4. Mail or bring request to:
Santa Clara County Clerk-Recorder
70 West Hedding St., 1st Floor, East Wing
San Jose, CA 95110
5. If mailing this request, allow 15 – 20 working days for a response. Please enclose a self-addressed stamped business-size envelope.

MARRIAGE CERTIFICATE (\$13.00 each)

Number of copies _____
Name of Groom _____
Maiden Name of Bride _____
Date of Marriage _____
City Where License Was Issued _____
Marriage License was purchased as:
 Public Confidential (Window B)

MARRIAGE LETTER OF NO RECORD (\$13.00 each)

Number of copies _____
Name To Be Searched:
First Name _____
Middle Name _____
Last Name _____
Date Of Birth _____
 Male Female
Years To Be Searched: _____ through _____

PLEASE COMPLETE THIS SECTION

Name _____ State/Government Issue ID# _____
Address _____
City _____ State _____ Zip Code _____ X _____
Telephone () _____ (Signature of Requesting Person)

OFFICE USE ONLY:

Request# _____ BN# _____
Cash Check Charge (Vitalchek \$5.00 additional charge)
Deputy: _____ Date: _____