

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

- Was the marriage license **obtained in Georgia**?
 - ☐ If **Yes**, please proceed in completing this form.
 - ☐ If **No**, please contact the **STATE OF MARRIAGE** for the requested documents.
- Are you requesting a documentation for a marriage that occurred in **June 1952 to November 1996**?
 - ☐ If **Yes**, please proceed in completing this form.
 - ☐ If **No**, you will need to retrieve your documents from the **COUNTY PROBATE COURT** in the county in which the marriage occurred. If you are unsure of this information or would like to only verify a marriage occurred, you may request a marriage verification letter. See Form 3970.
- In accordance with the *GA Code Ann., 31-10-27*, there is a **\$10.00 search fee for marriage requests**.
 - The \$10.00 search fee is **NON-REFUNDABLE**; if the file is FOUND, one certified certificate/application will be provided
 - There is an **additional copy fee of \$5.00** for each copy requested at the time of purchase

EXAMPLE:

(1) Certified Copy:	\$10.00 (includes search fee)
+ (1) Additional Copy:	\$5.00
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TOTAL:	\$15.00

- INCOMPLETE** forms will be **RETURNED** to requester
- Marriage records are public records. However, only the **BRIDE** or **GROOM** can obtain the marriage application
- If this request is being mailed, please send (1) **this completed form**, (2) a **VALID copy of picture ID**, and (3) a **U.S. money order** or **certified check** for the exact amount made payable to: **GA State Office of Vital Records**.
- ONE CHECK / MONEY ORDER PER APPLICATION

DO NOT SEND CASH IN THE MAIL

(YOUR REQUEST WILL NOT BE PROCESSED)

Acceptable Forms of ID

- State of Georgia Driver's license unexpired or expired for not more than one year
- State of Georgia Identification Card unexpired or expired for not more than one year
- State of Georgia Weapons Carry License with photo
- Unexpired driver's license issued by another U.S. State, jurisdiction or territory
- Unexpired official Identification Card issued by another U.S. State, jurisdiction or territory
- Unexpired U.S. Passport
- Unexpired Foreign Passport
- U.S. Military Identification, Military Dependent Identification, Veteran's Identification
- Unexpired Consulate Card
- Unexpired Transportation Worker Identification Credential (TWIC)
- Current School, University, or College Identification Card (unexpired with ID number and signature)
- Department of Driver Services (DDS) Identification Card
- Department of Corrections Identification Card with picture

PLEASE ADDRESS ALL CORRESPONDENCE TO THE ADDRESS BELOW.

STATE OFFICE OF VITAL RECORDS | 1680 PHOENIX BLVD. SUITE 100, ATLANTA, GA 30349 | PHONE 404.679.4702

*****PLEASE COMPLETE ENTIRE FORM*****

Total number of Certificates/Applications requested: (\$10 fee includes ONLY 1 certified copy)	<u>ADDITIONAL</u> copies requested: (\$5 for each)	Total Due: (refer to example on page 1)

PRINT OR TYPE ALL INFORMATION LEGIBLY

Section 1: REQUESTER'S INFORMATION			
LEGAL FIRST NAME OF PARTY 1	MIDDLE NAME	LAST NAME	LAST NAME AT TIME OF MARRIAGE
LEGAL FIRST NAME OF PARTY 2	MIDDLE NAME	LAST NAME	LAST NAME AT TIME OF MARRIAGE
DATE OF MARRIAGE		PLACE OF MARRIAGE (CITY, COUNTY, STATE)	
FIRST NAME OF REQUESTER	LAST NAME OF REQUESTER	RELATIONSHIP (IF OTHER THAN A PARTY)	
EMAIL ADDRESS OF REQUESTER		PHONE NUMBER OF REQUESTER	
SIGNATURE OF REQUESTER			
Section 2: SHIPPING ADDRESS			
List below the name and address of the person to whom the certificate is to be mailed and indicate their relationship to the person(s) whose name is on the certificate:			
NAME		RELATIONSHIP	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	

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