

INFORMATION AND INSTRUCTIONS FOR A MARRIAGE RECORD

CERTIFICATION: A Certification of Marriage is for records of marriage under 50 years old. Our office has marriage records starting in 1820 to present. Copies of records older than 50 years would be subject to a \$10.00 **NON-REFUNDABLE** search fee. Certified copies can be requested for marriages over 50 years, but only when specifically requested.

DATE OF MARRIAGE WHEN NOT KNOWN: If date of marriage is unknown, the entire year specified will be searched. There will be a required advanced payment of \$10.00 that is a **NON-REFUNDABLE** search fee. When exact year is unknown, there is a \$ 2.00 search fee is required per year to be searched.

ELIGIBILITY: Marriage records are public record. When requesting a copy by mail a valid identification is required. Acceptable identification is a valid driver's license, state identification card, passport, and/or military identification card.

RELATIONSHIP TO REGISTRANT: A person ordering his or her own certificate should enter "SELF" in the space.

APPLICANT'S SIGNATURE: Complete bottom portion of the front of this application.

PROCESSING TIME: Normal response time (once the record is filed and registered) in our office is 1-3 days. Please allow time for USPS mailing as well.

MAIL THIS APPLICATION WITH PAYMENT TO:

FAYETTE COUNTY CLERK & RECORDER

221 S. SEVENTH ST, RM 106

VANDALIA, IL 62471

Payable to: **Fayette County Clerk & Recorder**

**** DO NOT SEND CASH ****

APPLICATION FOR MARRIAGE RECORD

Fayette County Clerk & Recorder
 Vital Records
 221 S Seventh St, Rm 106
 Vandalia, IL 62471 (618) 283 – 5000

SECTION A - REGISTRANT INFORMATION. Please provide all information.

NAME OF SPOUSE	FIRST	MIDDLE	LAST	MAIDEN, IF DIFFERENT	SUFFIX
NAME OF SPOUSE	FIRST	MIDDLE	LAST	MAIDEN, IF DIFFERENT	SUFFIX
DATE OF MARRIAGE	MONTH	DAY	YEAR	INDICATE IF ADDITIONAL YEARS TO BE SEARCHED	

SECTION B - FAYETTE COUNTY FEE INFORMATION

The Certification of Marriage is recognized and accepted by ALL State and Federal Agencies. The first copy is \$ 15.00 each additional copy is \$ 6.00. A record search requires advanced payment of a **NON-REFUNDABLE** search fee of \$10.00 when date of marriage is unknown. When exact year is unknown, there is a \$ 2.00 search fee is required per year to be searched.

This \$15.00 fee entitles the applicant to one CERTIFIED COPY of a registered Marriage	\$ 15.00	X	1	=	\$ 15.00
Additional copies of the same type certification ordered above are \$6.00 each, when ordered with this request	\$ 6.00	X		=	\$
GENEOLOGY SEARCH – <u>NON-REFUNDABLE</u> -	\$ 10.00			=	
UNKNONWN YEAR SEARCH \$ 2.00 PER EACH YEAR SEARCHED (when applicable)	\$ 2.00	X		=	
VYNYL JACKET FOR MARRIAGE CERTIFICATE – Optional	\$ 1.00	X		=	\$
CERTIFIED MAIL CHARGE (for all requests by mail) (PER MAIL REQUEST)	\$ 7.80			=	
Alternate Standard Letter Mail- Document is folded	\$ 2.00			=	

SECTION C - APPLICANT/MAILING INFORMATION

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)	
ADDRESS (INCLUDING APT. NO., IF APPLICABLE)	CITY		STATE	ZIP CODE
PHONE NUMBER ()	RELATIONSHIP TO REGISTRANT		SIGNATURE OF REGISTRANT	

Total Amount Enclosed Money Order _____ Check _____

Payable to: **Fayette County Clerk & Recorder**

TOTAL \$

**** DO NOT SEND CASH ****