

# Application for a copy of a North Carolina Marriage Certificate

1. A certificate search costs \$24 and includes one copy if the certificate is located. The search covers a three-year period. Requests are processed in the order received and can take up to four months plus the mail delivery time. The search fee is required to process a request and is non-refundable even if a record cannot be located. For current processing times for expedited requests, visit <https://vitalrecords.nc.gov/processing-dates.htm>. State statute requires that vital records process payment upon receipt of your application. Hence, there will be a lag between the date your payment is processed and the date you receive your order.
2. A separate application form must be submitted for each individual certificate being requested, and a separate VitalChek processing fee is required for each separate application. (“LexisNexis VitalChek Network Inc. is in partnership with the North Carolina to enable enhanced electronic processing of mail-in vital record applications.”)
3. Due to identity theft and other fraudulent use of vital records, ID of the person requesting a certificate is REQUIRED. Requests that do not include ID will be returned. You MUST include a legible photocopy of one of the photo IDs listed below with your request:

**SEND WITH COMPLETED APPLICATION: Choose ONE primary ID or at least TWO secondary IDs if a primary ID isn't available**

<b>Primary Photo ID (1) for all applicants</b>	<b>Applicants will provide one form of original, valid, unexpired, undamaged forms of a government-issued photo-ID</b> If Primary Photo ID is not available, please see requirements for <b>Applicants Without Primary Photo ID</b> below.
	• Current state-issued driver’s license ( <i>address must match requestor’s address on application</i> )
	• Current state-issued non-driver photo ID card ( <i>address must match requestor’s address on application</i> )
	• Current Passport or Visa ( <i>must include photo</i> )
	• Current U.S. military ID
	• Current Department of Corrections photo ID card dated within the last year or release/discharge
	• Current state or U.S. government agency photo ID card ( <i>for persons requesting certificates as part of that agency’s business</i> )
	• Current student ID card with copy of transcript

**OR**

<b>Secondary identification for applicants without primary photo ID</b>	<b>Applicants without any of Primary Photo ID documents listed above must provide two forms of Alternate Identification from the list below.</b> ( <i>All options must show full name, current address and/or signature where appropriate</i> )
	• Temporary driver’s license
	• Current utility bill with current address ( <i>phone, gas, electric</i> )
	• Unexpired vehicle registration/title
	• Bank statement with current address
	• Pay stub with current address dated within the last 60 days
	• Previous year W-2
	• Letter from government agency dated within the last six months and showing current address
• State-issued concealed weapon permit showing current address	

4. North Carolina marriage certificates are available from 1962 to the present. The following Certificate Entitlement Requirements provide legally entitled applicants to receive North Carolina marriage certificates:

Relationship to person named on certificate	Additional Documentation Required ( <i>in addition to the required identification listed above</i> )
Parent/Stepparent	A copy of the marriage certificate to the named parent
Spouse	Must be the current spouse and provide a copy of the marriage certificate and/or a notarized statement naming you as the current spouse
Child/Stepchild	A copy of your certified birth certificate or your parent’s marriage certificate supporting the stated relationship or a notarized statement naming you as the child or stepchild of the registrant.
Sibling	A copy of your birth certificate supporting the stated relationship
Grandparent	A copy of <u>your child’s</u> birth certificate supporting the stated relationship
Grandchild	A copy of your birth certificate and your parent(s) birth certificate supporting the stated relationship
Legal Guardian/Custodian	A copy of the certified court order, naming you as legal guardian or legal custodian
Legal Representative	Attorney’s ID and bar card + a copy of the retainer agreement or typed letter on firm’s letterhead authorizing retrieval of the record
Power of Attorney	A notarized copy of Power of Attorney agreement naming you as an authorized agent to receive the certificate

<sup>1</sup> If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

\* If you are required to present your own birth certificate as proof of entitlement and you were born in NC, you do not need to provide your certificate.

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## STEP 1: CERTIFICATE INFORMATION (please print)

<b>Full name of Groom/Applicant</b> First	Middle	Last	Suffix	Last name prior to first marriage (if applicable)
<b>Full name of Bride/Applicant</b> First	Middle	Last	Suffix	Last name prior to first marriage (if applicable)
<b>Date of Marriage (MM/DD/YYYY)</b>	<b>County where marriage license was issued</b> (provide city or town if county is unknown)			

## STEP 2: INFORMATION ABOUT PERSON REQUESTING THE CERTIFICATE

<b>Your full name (applicant)</b> First	Middle	Last	Suffix
<b>Your street address</b> (P.O. box cannot be used for expedited shipping)	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>E-mail address</b> (for communication & status updates)	<b>Daytime phone</b>		
<b>Your relationship to the person named on the certificate</b> (select one) <input type="checkbox"/> Self <input type="checkbox"/> Current Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Parent/Stepparent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Authorized agent/attorney/legal representative (proof required) <input type="checkbox"/> Other - Please specify (may not be entitled to a certified copy): _____			
<b>Reason for request</b> (select one) <input type="checkbox"/> Adoption (US Only) <input type="checkbox"/> Genealogy/Family History <input type="checkbox"/> Inheritance/Estate Planning <input type="checkbox"/> Personal Records/Use <input type="checkbox"/> Adoption (International) <input type="checkbox"/> Government Assistance/Benefits <input type="checkbox"/> Insurance/Pension/Retirement <input type="checkbox"/> Social Security Card/Benefits <input type="checkbox"/> Apostille/Authentication <input type="checkbox"/> Housing <input type="checkbox"/> Legal Purposes			
I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26A) to make a false statement on this application or to unlawfully obtain a copy or a certified copy of a birth certificate.			
<b>Signature of person requesting the certificate:</b> _____			<b>Date:</b> _____

## STEP 3: COST

Number of copies:	Qty	Price/ea	Total
Certified, first copy (suitable for legal purposes)		\$24.00	\$24.00
Certified, additional copies (max 5)		X \$15.00	
Uncertified, first copy (not suitable for legal purposes)		\$24.00	
Uncertified, additional copies (max 5)		X \$15.00	
<b>A TOTAL FOR ALL COPIES ABOVE</b>			\$


<b>Select Delivery Method</b> (select one):		
UPS Next Day Air	\$20.00	
UPS Alaska, Hawaii, Puerto Rico	\$25.50	
UPS to Canada or Mexico	\$26.50	
UPS Worldwide Expedited	\$37.00	
U.S. Postal Service Regular Mail	\$ 0.00	
<b>B TOTAL FOR SELECTED DELIVERY</b>		\$

Note: UPS will not deliver to a P.O. box. Processing time may take 120+ days.

<b>C TOTAL FOR VITALCHEK PROCESSING AND HANDLING FEE</b> (non-refundable)	\$ 6.00
<b>TOTAL AMOUNT DUE = A + B + C</b>	\$

## STEP 4: PAYMENT INFORMATION

**Select payment method** (submit separate payment for each application)


 Credit Card  
  Personal Check  
  Money Order

**PLEASE DO NOT SEND CASH**

**Credit Card Information** (if paying by credit card)

\_\_\_\_\_

Credit Card Number Expiration Date

\_\_\_\_\_

Cardholder's Signature Date

*Charges will appear on your credit card statement as: VCN NC VITAL RECORDS*

**If paying by check or money order, please make payable to VITALCHEK.**

## STEP 5: MAIL YOUR COMPLETED AND SIGNED FORM

**Please mail your completed form, with ID and additional documentation (if required) to:**

NCOVR  
 Attn: VC Certificate Orders  
 1903 Mail Service Center  
 Raleigh, NC 27699-1900

Please do not include a pre-paid express mail envelope with your request. Select a delivery method from the delivery method box to the left.

For expedited order placement and processing, please visit VitalChek.com.