

# APPLICATION FOR CERTIFIED COPY OF A NON-CONFIDENTIAL (PUBLIC) MARRIAGE CERTIFICATE / 索取非保密性(公開)結婚證書認證副本申請表

This form must be completed in English (此表格必須以英文填寫)

Effective January 1, 2010, California State Law, Health and Safety Code Section 103526, permits only authorized persons as defined below to receive certified copies of marriage records.

2010年1月1日起，加州健康與安全法第103526條規定，只允許如下授權人士索取結婚證書認證副本。

**Note:** If the marriage license was not issued in San Francisco County, then the San Francisco Assessor-Recorder will not have the marriage certificate. Please order the marriage certificate from the Recorder or County Clerk of the county where the license was issued.

**注意:** 如果結婚證書不是在三藩市縣頒發，三藩市估值官辦公室則不會有該結婚證書。請向頒發該結婚證書的縣記錄或縣書記辦公室處索取結婚證書副本。

**Fees: \$19.00 per copy (payable to San Francisco Assessor-Recorder).** If no record of the marriage is found, the \$19.00 fee will be retained for searching the record (Health & Safety Code Section 103650) and a Certificate of No Record will be issued to the applicant. Copies may be obtained in person at or by mail to :

**收費:** 每份副本收費\$19.00 (支票請付給 San Francisco Assessor-Recorder)。如果沒有找到結婚記錄，這\$19.00 將被用作搜索記錄的費用，不獲退還 (這是根據健康與安全法第 103650 節)，但本辦公室仍會給申請者發無證書記錄(Certificate of No Record) 的通知。申請者可親臨或郵寄至以下地址索取副本：

**San Francisco Assessor-Recorder's Office, 1 Dr. Carlton B. Goodlett Place, Room 190, San Francisco, CA 94102**

## Non-Confidential (public) marriage certificate / 非保密性(公開)結婚證書:

To receive a **Certified Copy** I am / 可獲取證書認證副本，因為我是:

- The registrant (one of the parties to the marriage) /  
登記人 (結婚人之一)
- A parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant / 家長、法定監護人、子女、祖父母、孫子女、兄弟姐妹、配偶、或登記人的家庭伴侶
- A party entitled to receive the record as a result of a court order (include a certified copy of the court order with this request) / 根據法院命令有權獲得記錄的一方(請隨申請附上法院命令副本)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business / 按照法律規定，進行公務的執法機構成員或其他政府機構代表
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate (if by power of attorney, include a copy of the power of attorney with this request) / 登記人的代表律師或授權處理登記人財產的律師，或經由法律授權或法院委任可替登記人或登記人財產代為採取行動的代表人或機構(如是委託書，則隨申請附上委託書副本)

(This Space for Office Use Only / 此欄供本辦公室專用)

**Those who are not authorized by law to receive a certified copy of a non-confidential (public) marriage record will receive a certified copy marked "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" /** 那些未經法律授權而想獲得非保密性(公開)結婚證書副本的人士，將會收到印有“僅供參考，不能作為確認身份的有效文件”的結婚證書副本。

**DO NOT complete the rest of this form before reading the detailed instructions on Page 4.**

請閱讀完第 4 頁的詳細說明後，再填寫此表的其餘部分

**APPLICANT INFORMATION / 申請人資料 (PLEASE PRINT OR TYPE / 請用英文正楷填寫或打字)**

Printed Name and Signature of Person Completing Application / 填表人正楷姓名及簽名		Today's Date/ 今日日期	Telephone Number – Area Code First/ 電話號碼 – 先寫區號 (      )	
Address – Number, Street / 地址 – 號碼、街名		City / 城市		State / 州
Name of Person Receiving Copies, if Different From Above/ 副本索取人，如與上不同		No. of Copies/ 副本數量	Amount Enclosed/所 附金額	Purpose of Request/申請目的
Mailing Address for Copies, If Different From Above / 郵寄副本地址，如與上不同		City / 城市		State / 州
				ZIP Code / 郵政編碼

**NAMES OF BOTH PARTIES TO THE MARRIAGE / 結婚雙方姓名 (PLEASE PRINT OR TYPE / 請用英文正楷填寫或打字)**

First Name / 名	Middle Name / 中間名	Last Name as listed on marriage certificate/結婚證書上的登記姓氏		
First Name / 名	Middle Name / 中間名	Last Name as listed on marriage certificate/結婚證書上登記的姓氏		
Date of Marriage – Month, Day, Year / 結婚日期 – 月、日、年	County Where License was Issued / 頒發結婚證書的縣名	County of Marriage / 登記結婚的縣名		

**SWORN STATEMENT 宣誓書**

Required for certified copy of record. This Sworn Statement is not required when requesting an Informational certified copy which is not valid to establish identity. Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business must complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public. 索取結婚證書認證副本的人士必需填寫此宣誓書。如索取僅供參考（對確定身份無效）的證書副本，則不需要填寫此宣誓書。按法律規定，索取證書副本用於分區(a)進行公務的執法機構的任何成員或州府或地方政府機構的代表，必須填寫此宣誓書，但他們在宣誓書上的簽名不需要進行公證。

I/我, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California,  
(Printed Name/英文正楷姓名)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the marriage certificate of the following individual(s). / 在加州偽證罪刑罰下聲明，我是加州衛生與安全法第 103526 (c) 節中定義的授權人，並且有資格索取以下人士的結婚證書副本：

Name of Both Parties Listed on the Marriage Certificate / 結婚證書上登記的雙方姓名	Your Relationship to the Parties Listed on the Marriage Certificate / 你與結婚證書上登記雙方的關係

(The remaining information must be completed in the presence of a Notary Public or Assessor-Recorder staff. / 其餘資料必須在公證員或估值辦公室工作人員面前填寫。)

Subscribed to this/申請於第 \_\_\_\_\_ day of/天 \_\_\_\_\_, 20\_\_\_\_, at/於 \_\_\_\_\_, \_\_\_\_\_.  
(Day/日) (Month/月) (City/城市) (State/州)

\_\_\_\_\_  
(Signature of person requesting certified copy/結婚證書副本申請人簽名)

**Note: If submitting your order by mail, you must have your signature on the Sworn Statement acknowledged by a Notary Public using the Certificate of Acknowledgment (on the next page). If submitting your order in person, you must sign this in the presence of Assessor-Recorder staff. / 注意: 如果通過郵寄遞交申請，你必須使用下頁的確認書 (CERTIFICATE OF ACKNOWLEDGMENT) 對你在此宣誓書上的簽名進行公證。如果親臨遞交申請，你必須在估值辦公室工作人員的面前簽署此宣誓書。**

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document. / 填寫此確認書的公證處或其他辦公室只核實簽署所附文件的個人身份，而不核實此文件的真實性、正確性或合法性

### CERTIFICATE OF ACKNOWLEDGMENT

State of \_\_\_\_\_) ) ss  
County of \_\_\_\_\_)

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Insert your name and title)

personally appeared \_\_\_\_\_, who  
proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and  
acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.  
(NOTARY SEAL)

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NOTARY SIGNATURE

## INSTRUCTIONS 說明:

1. As of January 1, 2010, **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Non-Confidential (public) Marriage Record. (Page 1 of the application identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity." Certified copies of confidential marriage certificates are only available to the parties of that confidential marriage. Informational copies are **not** available for confidential marriage certificates. / 自 2010 年 1 月 1 日起, 只有經加州健康與安全法 (Health and Safety Code) 第 103526 節授權的人士才能獲得非保密性 (公開) 結婚證書認證副本。 (此表格的第 1 頁確定可獲授權人士。) 其他人可獲取印有“僅供參考，不能作為確認身份的有效文件”的結婚證書副本。對於保密性結婚的證書副本，只能提供給保密婚姻的登記人，而且不提供參考性副本。
2. Complete a separate application form for each record of marriage requested. / 如要索取不同婚姻的記錄，請按不同的紀錄填寫個別的申請表。
3. Complete the **Applicant Information** section on the first page of this form and provide your signature where indicated. Provide all the information you have available to identify the record of the registrant under **Marriage Certificate Information**. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record. / 請填妥此表格第 1 頁上的**申請人資料部分**，在指定處簽名。提供你所知的所有資料以便確定**結婚證書的登記人記錄**。如果你提供的資料不完全或不正確，就可能無法找到該記錄。
4. **SWORN STATEMENT / 宣誓書:**
  - The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring, under penalty of perjury, that they are eligible to receive the certified copy of the marriage record and identify their relationship to the registrant. / 獲授權索取結婚證書認證副本的人必須在附帶的宣誓書 (Sworn Statement) 上簽名，並在偽證罪刑罰例下聲明他們有資格獲得結婚證書認證副本，及確定他們與登記人的關係。
  - If the application is being submitted by mail or fax, your signature on the Sworn Statement **must be acknowledged** by a Notary Public. (To locate a Notary Public, see your local yellow pages or call your banking institution.). / 如果通過郵寄或傳真遞交申請，你在宣誓書上的簽名**必須**進行公證。(欲知公證處信息，請查閱當地黃頁或致電你的銀行機構。)
  - Any member of a law enforcement agency or a representative of a state or local government agency, as provided by law, who orders a copy of a record to which subdivision (a) applies in conducting official business is required to complete the Sworn Statement, however, they may not be required to have their signature on the Sworn Statement acknowledged by a Notary Public. / 按法律規定，索取證書副本用於分區 (a) 進行公務的執法機構的任何成員或州府或地方政府機構的代表，必須填寫此宣誓書，但他們在宣誓書上的簽名不需要進行公證。
  - If the application is being submitted in person at the San Francisco Assessor-Recorder's Office, the Sworn Statement **must be signed by you in the presence of Assessor-Recorder staff, and your signature does not have to be acknowledged by a Notary Public. You must also provide valid photo identification to the Assessor-Recorder staff at the time you apply for the copy.** / 如果親臨三藩市估值官辦公室遞交申請，你必須在估值官辦公室工作人員的面前簽署宣誓書，你的簽名不需要進行公證。你在申請副本時還必須向估值官辦公室工作人員提供附有照片的有效身份證。
  - A Sworn Statement does not need to be provided if you are requesting a Certified Informational Copy of a non-confidential (public) marriage record. / 如果你申請非保密性 (公開) 結婚證書的參考性副本，則不需提供宣誓書。
5. Submit \$19.00 for **each** certified copy requested. If no record of the marriage is found, the \$19.00 fee will be retained for searching the record (as required by Health & Safety Code Section 103650) and a Certificate of No Public Record. Indicate the number of certified copies you wish and include the correct fee(s) in the form of either a California preprinted check with your name and address (note: Out-of-State checks and any check listing the account holder's address as a P.O. Box will not be accepted) or a U.S. Money Order/U.S. Cashier's Check made payable to the **San Francisco Assessor-Recorder**. Mail this application with the fee(s) and a self-addressed stamped envelope to / 每份證書副本需繳費 \$19.00。如果沒有查到結婚記錄，\$19.00 將被用於搜索記錄 (按照健康與安全法典第 103650 節) 及頒發無公共記錄證書 (Certificate of No Public Record) 的費用。請列明你需要的證書副本數量，並用以下付款方式隨表格附上準確的費用：加州預先印有你姓名和地址的支票 (注意：不接受外州支票和賬戶持有人地址為 P. O. Box 的任何支票) 或美國匯票 (U. S. Money Order) / 美國現金支票 (U. S. Cashier's Check)。支票請付給 **San Francisco Assessor-Recorder**。將此申請表和費用連同一個貼有郵票的回郵信封一同寄至：
6. Credit card orders may be processed on-line at [www.vitalchek.com](http://www.vitalchek.com) Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card. / 使用信用卡付費可在網站 [www.vitalchek.com](http://www.vitalchek.com) 進行申請，但會收取額外手續費。如果使用信用卡付費進行申請，請遵照 Vitalchek 網站的指示。

**San Francisco Assessor-Recorder's Office**  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 190  
San Francisco, CA 94102

For general question, please call (628) 652-8100. / 如有問題，請致電 (628) 652-8100.

6. Credit card orders may be processed on-line at [www.vitalchek.com](http://www.vitalchek.com) Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card. / 使用信用卡付費可在網站 [www.vitalchek.com](http://www.vitalchek.com) 進行申請，但會收取額外手續費。如果使用信用卡付費進行申請，請遵照 Vitalchek 網站的指示。

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## MARRIAGE RECORD / 結婚記錄

*NOTE: In the event of any inconsistency between English version and the translated version, the English version shall prevail, to the extent of such inconsistency or conflict. 請注意：如英文版和翻譯版有任何不一致的地方，請以英文版為準。*