

CERTIFIED MARRIAGE RECORD MAIL-IN REQUEST

Certified Marriage Records are **\$15.00** each and payable by Money Order or Credit Card.
Checks are **NOT** accepted and will be returned. **Do Not Mail Cash.**
Please send a self-addressed stamped envelope.

This office maintains Marriage Records from 1931 to the present. To assist us in locating your records, please provide as much of the following information as possible.

Your Name at time of Marriage Application: _____

Spouse's Name at time of Marriage Application: _____

Marriage Date: _____

Check here if the record must be signed by the Elected Official.

Please note: Certified marriage records are signed by an Assistant Clerk of the Orphans' Court. If this document is for use in a Foreign Country or for an Adoption, it may require the signature of the Elected Official. This office cannot determine which signature is required for your situation.

Number of certified records: _____ **Amount Enclosed:** _____
(\$15.00 each)

Name and Mailing Address: _____

Please provide a daytime Phone Number: _____

Date this request sent: _____

Mail the request with a self-addressed stamped envelope to the address below with a Money Order payable to Clerk of Orphans' Court. If paying with a credit card fill out all of the information below.

**Marriage License Department
Chester County Justice Center
201 W. Market Street, Suite 2200
P.O. Box 2746
West Chester, PA 19380-0989**

Credit Card Information



**Please note this office will ONLY accept payments from MasterCard, Discover, American Express and Visa. In addition to the cost of the office fee the payment processing company will charge a separate convenience fee of 2.25% of the total amount paid or a \$2.00 minimum. Provide email for a receipt.*

Name on Card: _____

Credit Card Holder's Address: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

E-mail Address: _____