

EXEMPLIFICATION OF MARRIAGE RECORD REQUEST

If the marriage record is for a foreign country you may need an Exemplification of the Marriage Record. Exemplifications are **\$40.00** each. The fee is payable by Credit Card or Money Order, payable to Clerk of Orphans' Court. Checks are NOT accepted and will be returned. **Do Not Mail Cash.**

To request an Exemplification of a Marriage Record, please provide the following information:

PRINT OR TYPE CAREFULLY

Your Name at time of Marriage Application: _____

Spouse's Name at time of Marriage Application: _____

Marriage Date: _____

Number of Exemplifications: _____ Amount Enclosed: _____
(\$40.00 each)


Name and Mailing Address: _____

Please provide a contact Phone Number: _____

Date this request sent: _____ Please allow 7 to 10 days for processing

Mail the request with Money Order payable to Clerk of Orphans' Court to the address below. 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

| | |
|---|----------------------------|
| <u>Credit Card Information</u> | |
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| <i>*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.</i> | |
| Name on Card: | _____ |
| Credit Card Holder's Address: | _____ _____ |
| Credit Card Number: | _____ |
| Expiration Date: | _____ Security Code: _____ |
| Signature: | _____ |
| E-mail Address: | _____ |