

## 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.

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**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: \_\_\_\_\_