



## PUERTO RICO MAIL IN MARRIAGE CERTIFICATION APPLICATION

### Instructions

- Step 1:** Establish eligibility. (*Refer to Eligibility information*).
- Step 2:** Complete Marriage Certification Application Form in its entirety, including the applicant's signature section.
- Step 3:** Provide a photocopy of the applicant's valid identification on both sides. All photocopies are required to be clear and legible. Received applications which don't include an acceptable identification will not be processed. (*Refer to Identification Requirements*)
- Step 4:** Include copy of necessary documentation in order to establish kinship and/or use of married surname.
- Step 5:** Include the correct fee according to the requested certification. If a record isn't on file or if the submitted application doesn't comply with the requirements established in these instructions, a certified *Not Found Statement* will be issued. **The application fee will not be refunded.** (*Refer to Payment and Fee information*)
- Step 6:** Mail in Application Form, Money Order, pre-addressed envelope, and all necessary documentation to the following address:  
Demographic Registry of Puerto Rico  
Fernandez Juncos Station  
PO Box 11854  
San Juan, PR 00910

Additional information regarding the requirements in obtaining a certification refer to **PROCEDURE 02-2020**. Approximate processing time 15 to 30 working days.

### Information

#### Eligibility

- In accordance with the definition of "interested party" as stated by Act No. 24 of April 22<sup>nd</sup>, 1931, as amended, known as the Puerto Rico Registry Act:
  - Spouse
  - Parent(s) of the spouses as listed on the marriage certificate
  - Legal representative of one of the aforementioned parts (must comply with the instructions issued in Circular Letter 1-2020)
  - Legal guardian of the spouse (must provide a certified copy [with seal] of the legal court order, submitted documents may be subject to a validation procedure by a court in Puerto Rico)
  - Heir (must provide a certified copy of the Testament of Declaration, which may be subject to a validation procedure in Puerto Rico)

**NOTE:** Federal and State Agencies may obtain a **Marriage Registration Verification** which will include limited information of the marriage record. This issued document does not establish an identity, therefore it's not considered a legal substitute of a Marriage Certification. (*Refer to Circular Letter 2 2019*).

#### Identification Requirements for an eligible applicant when requesting a marriage certification

- The submitted identification must be current, possess the name of the identified person, their photo, signature, issuance and expiration date. If the married last name is used in the identification, it's necessary to include a copy of the marriage certificate (if the acquired last name is not the marriage certificate requested).  
The following are the only acceptable forms of identifications:
  - Passport
  - Driver's License issued by a state or an United States territory
  - Identification Card issued by a state or an United States territory (DMV or DTOP)

#### Payment and Fees for a marriage certification

##### Computer Certification (Short Form)

- \$12.00 each copy

##### Photocopy of the Original Certificate (Long Form)

- First copy \$17.00
- Additional copies requested at the same time \$12.00 each

#### Fee Exceptions

- The spouse of 60 years or older, **who is a resident of Puerto Rico**, may request one (1) **marriage certification free of charge** during a period of 12 months.
- Puerto Rican Veterans are be exempt from the fee when the requested certification is for official uses. The veteran must provide a copy of their DD-214 Form or other supporting evidence proving the applicant is a veteran and document attesting the official use of the requested certification. (Circular Letter OPVELA-2015-02)

#### Acceptable Payment Method

- Money Order addressed to the Secretary of Treasury of Puerto Rico. **Personal checks are not accepted.**
- The Demographic Registry of Puerto Rico isn't responsible for payments made in cash, lost, misdirected or not delivered. **Don't Send Cash.**



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PLEASE REFER TO INSTRUCTIONS, ELIGIBILITY INFORMATION, IDENTIFICATION REQUIREMENTS, PAYMENT AND FEES ON PAGE 1

PART 1 - APPLICANT INFORMATION

Form section for Part 1: Applicant Information, including fields for Name, Residential Address, Postal Address, Phone Number, and Eligibility options (Spouse, Mother, Father, etc.).

PART 2 - APPLICATION PURPOSE (A purpose must be selected based on the requested amount of certifications)

Form section for Part 2: Application Purpose, with checkboxes for Driver's License, Social Security, Health Insurance, etc.

PART 3 - MARRIAGE RECORD INFORMATION

Form section for Part 3: Marriage Record Information, including fields for Spouse A and B, Marriage Date, and Municipality.

PART 4 - ACCEPTABLE FORM OF IDENTIFICATION

Form section for Part 4: Acceptable Form of Identification, with checkboxes for Driver's License, State ID, Passport, etc.

PART 5 - APPLICANT'S SIGNATURE

Form section for Part 5: Applicant's Signature, including a declaration of truth and a signature line.

PART 6 - FEES AND TYPE OF CERTIFICATION REQUESTED

Form section for Part 6: Fees and Type of Certification Requested, with tables for Computer Certification Fee and Photocopy of the Original Certificate Fee.

FOR OFFICIAL USE OF THE DEMOGRAPHIC REGISTRY ONLY

Form section for Official Use of the Demographic Registry, including fields for Date received, Payment Method, Issued Documentation, and Security Form Numbering.