

SEND WITH COMPLETED APPLICATION FORM: Please see the chart below for the list of documentation you are required to submit with your completed application form.

City of New Haven Entitlement to Marriage Certificate
Requester must present a valid ID

SEND WITH COMPLETED APPLICATION FORM: Current identification (as listed in the chart below) is required for each certificate being requested. Expired IDs will not be accepted. Please include the appropriate documents with your completed application form.

OR

Gather one (1) valid/unexpired primary forms of photo identification				
Primary ID (1)	Current valid driver's license	Current passport	Current non-driver ID issued by DMV	Current military ID card
Gather two (2) valid/unexpired secondary forms of identification				
Secondary ID (2)	Social Security Card			
	Voter Registration card			
	Current utility bill showing name and address			
	Car Registration showing your name and address			

Please print and fill in all sections below.

FOR VITALCHEK USE ONLY:

Order #:

STEP 1: CERTIFICATE INFORMATION

Bride/Groom/Spouse First Name	Middle Name	Last Name Before Marriage	Suffix
Bride/Groom/Spouse First Name	Middle Name	Last Name Before Marriage	Suffix
Date of marriage (MM/DD/YYYY)	Town where marriage occurred		
Reason for request			

STEP 2: APPLICANT INFORMATION AND SHIPPING ADDRESS

Full Name of Applicant First Name	Middle Name	Last Name	Suffix
Your Street Address	City	State	Zip Code
Your Relationship to the Person(s) named on certificate	Your E-mail Address	Daytime Phone Number	
Your Signature (applicant)			Date of Application

STEP 3: COST

Number of copies	Qty	Price/ copy	Total
- First copy of Marriage Certificate		\$20.00 ea	\$
- Additional copies (maximum 10)		x \$20.00 ea	\$
A Total for all copies above			





Selected delivery method (choose one)			
UPS Next Day Air		\$17.50	
UPS Alaska, Hawaii, Puerto Rico		\$25.50	
UPS to Canada or Mexico		\$26.50	
UPS Worldwide Expedited		\$37.25	
U.S. Postal Service regular mail		\$ 0.00	
B Total for selected delivery			

C Total VitalChek Processing and Handling Fee (non-refundable)	\$6.00
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Total A + B + C =

STEP 4: PAYMENT INFORMATION

Select Payment Method: *Submit separate payment for each application*





 Credit Card
 Personal Check
 Money Order

DO NOT SEND CASH

Credit Card Information: (if paying by credit card)

Credit Card Number _____ Expiration Date _____
 Cardholder's Signature _____ Date _____
*Charges will appear on your Credit Card statement as: VCN*CityofNewHaven*

If paying by check or money order, make payable to VITALCHEK.

STEP 5: MAIL YOUR SIGNED AND COMPLETED FORM

Please mail your completed form, along with ID and additional documentation (if required) to:

Vital Record Mail Services
 ATTN: New Haven Vital Records
 P.O. Box 222130
 El Paso, TX 79913

Please do not include a pre-paid express mail envelope with your request. Select a delivery method from the box to the left.

For expedited order placement and processing, please visit www.VitalChek.com.