



**APPLICATION FOR A FLORIDA MARRIAGE SEARCH - SINGLE STATUS STATEMENT
 (FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)**

IMPORTANT: When you receive the single status statement from the Bureau of Vital Statistics, you **MUST** forward it to the Florida Department of State for the Apostille/Notarial Certificate process. Please see reverse side. Please see reverse side for our online ordering option through VitalChek, our only contracted vendor.

Applicant Information

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382 Florida Statutes, or on an application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

Applicant's Name: _____
 (Person requesting the record)

Address: _____ Apt. #: _____

City: _____ State: _____ ZIP Code: _____

Phone (with area code): _____ email: _____

Signature: _____

Information for Marriage Search

Full Name (to be searched): _____

Date of Birth: _____ State or Country of Birth: _____

Dates to be Searched (See fee schedule below): **Begin Date***: _____ **End Date**: _____

*If you are uncertain of the search dates required for the Not Found statement, we urge you to contact the nearest consulate or embassy for the country in which you will be using the certificate to obtain their requirements for the Not Found statement.

Ordering Information

Normal processing time is 5-7 business days.

First Statement: \$5.00

Additional Statements: \$4.00 each

Additional Years to be Search: \$2.00 per year.
 (Maximum fee is \$50.00).

Rush Order (Optional): Rush orders are given priority processing and requires an additional \$10 fee. Mark the outside of your envelope "RUSH". Expedite shipping is NOT included.

Shipping & Handling Fee per application (Standard U.S. Postal Delivery)

| Fee | | Quantity | = | |
|------------------------------|---|----------|---|--|
| \$5.00 | X | 1 | = | |
| | X | | = | |
| | X | | = | |
| | X | | = | |
| | X | | = | |
| Total Amount Enclosed | | | | |

Marriage records originate from the Clerk of Circuit Court and are forwarded to the Bureau of Vital Statistics for permanent filing. This process takes approximately 60 days. If immediate evidence is required, please contact the Clerk of Circuit Court where the record originated.

**INFORMATION AND INSTRUCTIONS FOR FLORIDA MARRIAGE SEARCH -
SINGLE STATUS STATEMENT APPLICATION
(FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)**

If you need assistance, please call our Apostille Unit at 904-359-6900, ext. 9006.

A \$5 search fee is included in all orders and is non-refundable. If no record is found, a certified “No Record Found” statement will be issued.

SINGLE STATUS STATEMENT: If marrying in another country and proof of “single status” is required, this form may be submitted to generate a search of all 67 counties in the State of Florida to verify a marriage record is not on file. If no record is found, an official “Not Found” statement will be issued for the individual named on the application for the years specified. Please note: We are unable to conduct a search for the last 60 days and cannot include current dates on the Single Status Statement.

Foreign embassies or consulates often require an apostille or notarial certificate for vital record certificates. The 1961 Hague Convention established the apostille as a form of authentication for its member states. The apostille certifies the authenticity of the issuing official’s signature. Countries that are nonmembers of the 1961 Hague Convention are issued notarial certificates, which also authenticates the issuing official’s signature. The Florida Secretary of State is the only designated Competent Authority to issue apostilles in the State of Florida.

Before ordering, we urge you to contact the nearest consulate or embassy for the country in which you will be using the apostille or notarial certificate to obtain their requirements needed for the Not Found statement.

Obtaining an Apostille or Notarial Certificate is a two-step process:

If you wish to expedite this two-step process, you may order online at www.vitalchek.com/flastorefront with a credit card. VitalChek is our only contracted vendor. VitalChek will collect your ordering information and credit card payment for both steps of the process. Our office will forward your vital record certificate via UPS to the Florida Department of State, Division of Corporations for the apostille process. Once the process is completed, the Florida Department of State, Division of Corporations will send the certificates via UPS to you. Please note, VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

To order by mail, you must complete both steps separately:

1. Complete this application to obtain single status statement from the Bureau of Vital Statistics.
2. Once the statement is received, you must forward it to the Florida Department of State, Division of Corporations for the Apostille/ Notarial Certificate. Please visit their website at www.dos.myflorida.com or contact 850-245-6945 for information regarding their application, requirements, processing time, fees, etc.

Mailing: Department of State, Division of Corporations, Apostille Certificate, P.O. Box 6800, Tallahassee, FL 32314-6800

Walk in/Courier Delivery: Department of State, Division of Corporations, Apostille Certificate, 2415 N. Monroe Street, Suite 810, Tallahassee, FL 32303.

AVAILABILITY: After the ceremony, the Marriage License is returned to the Clerk of Circuit Court to be filed and recorded. The Clerk will then forward the original license to the Bureau of Vital Statistics for permanent filing. This process takes approximately 60 days, therefore the Single Status Statement issued will not include the last 60 days.

Marriages prior to June 6, 1927 are not on file with our office, therefore, we are unable to conduct searches prior to that date.

REQUIREMENT FOR ORDERING: Applicant must provide a completed application. A separate application is required for each name/alias searched.

FEES: Check or Money Order Payable to: Vital Statistics. DO NOT SEND CASH. International payments must be made by Cashier’s Check or Money Order in U.S. Dollars drawn upon a U.S. Bank. Florida Law imposes an additional service charge of \$15.00 for dishonored checks. Fees are nonrefundable.

OPTIONS FOR ORDERING:

ONLINE: To expedite this two-step process, you may order online at www.vitalchek.com/flastorefront with a credit card. VitalChek is our only contracted vendor. VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

MAIL IN (FOR VITAL RECORD CERTIFICATE ONLY): Normal processing time is 5-7 business days. If requesting RUSH service mark the outside of your envelope “RUSH”. Rush Orders are given priority processing. Expedite shipping is NOT included in rush fee. All orders require a \$1.00 Shipping and Handling Fee and are mailed Standard U.S. Postal delivery unless a special prepaid express delivery envelope is provided.

WALK-IN SERVICE (FOR VITAL RECORD CERTIFICATE ONLY): Visit 1217 North Pearl Street, Jacksonville, Florida, between 8:00 am – 4:30 pm. Same day service is not available for this service type.

MAIL THIS APPLICATION WITH PAYMENT TO:

**FLORIDA DEPARTMENT OF HEALTH, BUREAU OF VITAL STATISTICS
ATTN: APOSTILLE UNIT, P.O. BOX 210, JACKSONVILLE, FL 32231-0042**

Express Mail and Courier Deliveries to: 1217 North Pearl Street, Jacksonville, Florida, 32202

PLEASE VISIT OUR WEBSITE:

www.floridahealth.gov/certificates