

INSTRUCTIONS

- Mail the following items to our office:
 - 1) Completed “Application for Certified Copy of Divorce Record” (VS 113-B).
 - 2) \$14 fee per copy requested.
- Complete a separate application for each record requested.
- Be sure to complete all items required on the application, and provide as much information as possible to help locate the record, otherwise your request may be returned to you for correction.
- Fees are payable to “CDPH Vital Records” via check or money order. International money orders for out-of-country requests should be payable in U.S. dollars. Fees are also non-refundable per state law.
- If we cannot locate the record based on the information you provide, California Health and Safety Code authorizes our office to maintain the fee for the search itself, and we will issue a Certificate of No Public Record (CNPR).
- Fees previously paid to local registrars and county recorder’s offices cannot be transferred to our office.

Vital Records maintains California divorce records from only 1962 to June 1984.



California Department of Public
Health

Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684
www.cdph.ca.gov



How to Obtain Certified Copies of ***Divorce Records***

January 1, 2014

RECORDS WE PROVIDE

Our office maintains divorce records for only:

- **1962 through June 1984**

These records consist only of the face sheet of the divorce action — **not the actual divorce decree**. We are only able to provide you with a Certificate of Record, which includes the names of the parties, filing date, county, and case number of the divorce. Copies of the **actual divorce decree** can only be obtained from the Superior Court in the county where the divorce took place.

You can access the following website for Superior Court contact information:

www.courtinfo.ca.gov/courts

We cannot provide a Certificate of Record if the divorce record you are seeking falls outside the range of these years. While we do preserve these records in our office, due to the time-consuming process of searching records, we **are not able to provide** copies of the Certificate of Record for these years. You will need to contact the Superior Court where the divorce was filed.

ATTENTION:

PLEASE READ THE FOLLOWING INFORMATION
BEFORE COMPLETING APPLICATION

PROCESSING TIMES

Because of our lengthy processing time of more than six (6) months, we encourage you to contact the Superior Court where the divorce was filed. The following website provides Superior Court contact information:

www.courtinfo.ca.gov/courts

APPLICANT NOTIFICATION

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), we will return your request to you with a letter explaining what needs to be corrected.

Please allow a few weeks to receive this document.

CONTACT US

All applications and written inquiries should be mailed to:

**California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

If you still have any questions, please contact our Customer Service Unit at (916) 445-2684, Monday through Friday, between 8AM – 4PM.

APPLICATION FOR CERTIFIED COPY OF DIVORCE RECORD

INFORMATION:

Divorce records have been maintained in the California Department of Public Health Vital Records (CDPH-VR) only from **1962 to June 1984**. For these years, CDPH-VR is only able to provide you with a Certificate of Record, which identifies the names of the parties, filing date, county, and case number of the divorce. Copies of the **actual divorce decree** can only be obtained from the Superior Court in the county where the divorce took place. ***Our processing time for divorce records can be quite lengthy and may exceed six months.***

INSTRUCTIONS:

1. Complete a separate application for each divorce record requested.
2. Complete the **Applicant Information** section and provide your signature where indicated. Provide both **First Person and Second Person** information to identify the divorce record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
3. Submit \$14 for **each** copy requested. If no divorce record is found, the fee will be retained for searching the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to **CDPH Vital Records**. **PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).
4. Mail completed applications with the fee(s) to:

California Department of Public Health
 Vital Records – MS 5103
 P.O. Box 997410
 Sacramento, CA 95899-7410
 (916) 445-2684

APPLICANT INFORMATION (PRINT OR TYPE)		Today's Date:		
Agency Name (if applicable)		Agency Case Number		Inmate ID Number
Print Name of Applicant		Signature of Applicant		Purpose of Request
Mailing Address – Number, Street		Amount Enclosed – DO NOT SEND CASH \$ _____ Check \$ _____ Money Order		Number of Copies
City		Mailing Address of Person Receiving Copies if Different from Applicant		
State/Province	ZIP Code	Mailing Address for Copies if Different from Applicant		
Daytime Telephone (include area code)	Country	City	State	ZIP Code
DIVORCE RECORD INFORMATION (PRINT OR TYPE)				
<i>Complete First Person and Second Person information below as shown on the divorce record, to the best of your knowledge.</i>				
Name of First Person – FIRST Name	MIDDLE Name	CURRENT LAST Name	LAST Name (Before Marriage/Domestic Partnership)	
Name of Second Person FIRST Name	MIDDLE Name	CURRENT LAST Name	LAST Name (Before Marriage/Domestic Partnership)	
Date of Divorce – Month, Day, Year (If Date Unknown, Enter Year(s))		County of Divorce		