

STATE OF HAWAII, DEPARTMENT OF HEALTH  
OFFICE OF HEALTH STATUS MONITORING

REQUEST FOR CERTIFIED COPY OF **MARRIAGE** RECORD

<b>1</b>	FIRST CERTIFIED COPY	= \$	10.00
<input type="checkbox"/>	ADDITIONAL COPIES AT \$4.00 EACH	= \$	_____
<input type="checkbox"/>	OTHER: _____	= \$	_____
_____	TOTAL COPIES		_____
<b>TOTAL AMOUNT DUE</b>			_____

GROOM'S NAME:	FIRST	MIDDLE	LAST
BRIDE'S NAME:	FIRST	MIDDLE	LAST
DATE OF MARRIAGE:	MONTH	DAY	YEAR
PLACE OF MARRIAGE:	CITY OR TOWN	ISLAND	
RELATIONSHIP OF REQUESTOR TO PERSON NAMED ON CERTIFICATE	REASON FOR THIS REQUEST		
<b>SIGNATURE OF REQUESTOR:</b>		TELEPHONE NUMBERS	
PRINT NAME OF REQUESTOR:		RES:	
ADDRESS OF REQUESTOR:		BUS:	
NO. AND STREET OR P.O. BOX			
CITY	STATE	ZIP	

<b>IF MAILING TO A LOCATION OTHER THAN ABOVE, PLEASE FILL THIS SECTION.</b>  IF THE INFORMATION GIVEN IS INCORRECT, THE CERTIFICATE WILL FAIL TO REACH THE DESTINATION.	NAME OF PERSON TO RECEIVE CERTIFICATE _____ AGENCY OR ORGANIZATION _____ NUMBER AND STREET OR P.O. BOX _____ CITY STATE ZIP _____
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<b>FOR OFFICE USE ONLY</b>			
_____	NR FILE		
_____	PENDING:		
FROM	INDEX SEARCHED TO	FROM	VOLUMES SEARCHED TO
YEAR	VOLUME	CERTIFICATE	DATE COPY PREPARED
		RECEIPT NUMBER	

**\* Be sure to sign the "Signature of Requestor" Box before submitting this form.**

**ONCE A REQUEST IS SUBMITTED:**

1. **All fees are non-refundable.**
2. If a vital record is not found, all fees will be retained to cover the cost of the search.
3. Only one name is allowed on the request form.
4. After a request is submitted, additional copies require a new request.

**SUBMIT THE COMPLETED REQUEST FORM:**

1. **By postal mail to:** State Department of Health  
Office of Health Status Monitoring  
Vital Records Issuance Section  
PO Box 3378  
Honolulu, Hawaii 96801

All fees must be prepaid. Enclose a money order or cashier's check for the exact amount of fees made payable to: Hawaii State Department of Health. Do not send payment in cash. **PERSONAL CHECKS NOT ACCEPTED.**

2. **In-person at:** Room 103, 1250 Punchbowl Street, Honolulu  
7:45 AM to 2:30 PM, Monday through Friday (Except Holidays)

Payment of fees must be made by cash, money order, or cashier's check.

**Personal checks will not be accepted**