# South Dakota Application for a Marriage Record

MCCOOK COUNTY ROD PO BOX 338 SALEM SD 57058 605-425-2701

To receive a marriage record you must:

- Choose an ordering method (see Ordering Methods in the instructions).
- Choose the type of identification that you need (see Identification in the instructions)
- Determine what fees apply to your request (see Fees in the instructions).
- Determine if you meet the eligibility requirements (see Eligibility in the instructions).

\*NOTE\*: If you want to order more than one type of Vital Record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the Application for Vital Records Addendum.

Section	on 1						
CU							
T							
M E R	CITY	STATE	ZIP	ZIP PH		ONE NUMBER	
	erstand that by signing this application, t	he information that I provide	de is accur	ate to the best of	my knowle	dge.	
cus	TOMER'S SIGNATURE:			Today's	Date:		
Section	on 2						
M R A E R C	GROOM'S FIRST NAME	MIDDLE NAME		LAST NAME			
ROLAD	BRIDE'S FIRST NAME	MIDDLE NAME	<del></del>	LAST NAME PRIOR TO MARRIAGE			
G E	# OF COPIES (\$15 per copy)	DATE OF MARRIAGE	NATE OF THE PROPERTY OF THE PR	CITY AND/OR	COUNTY	OF	
TYPE OF COPY RELATIONSHIP - This area must be completed to receive a certified copy							
Certified Informational Self Child Grandparent, grandchild over 18 or sibling on Designated Agent (Please complete section 4 Designated Agent (Please complete section 4 Parent Parent Personal or Property Right						complete section 4) or Physician	
Section	on 3						
govern	APPLICANTS ONLY - Applicants who are ment issued photo ID that contains the application of the application o	Icant's signature OR submit a					
Signature of Notary Public:						SEAL	
Му со	mmission expires:						
Section	on 4		_				
	GNATED AGENTS ONLY - The individule lete this section and have their signature.		agent to co	llect their record	must		
1,			_ after beir	ng duly sworn upo	on oath,		
do he desig	re by authorizenated agent to obtain certified copies of	vital records.		to a	ct as my	SEAL	
Signa	ture of person designating an agent:						
Subscribed to and sworn before me this (date):						OFFICE USE ONLY	
Signa	ture of Notary Public:						
My cr	ommission expires:						

## VITAL RECORD APPLICATION INSTRUCTIONS

To receive a marriage record you must:

- Choose an ordering method (see Ordering Methods).
- 2. Choose the type of identification that you need (see Identification).
- 3. Determine what fees apply to your request (see Fees).
- 4. Determine if you meet the eligibility requirements (see Eligibility).

\*NOTE\*: If you are ordering multiple types of vital record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the Application for Vital Records Addendum.

#### ORDERING METHODS

Vital Records Requests can be made using the following methods:

- Internet orders at <a href="https://www.vitalchek.com">www.vitalchek.com</a> with a credit card. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- Telephone orders at (605) 773-4961. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- Mail orders may be sent to MCCOOK COUNTY ROD
  - Requests made via mail must submit: a completed application form, the appropriate fees and proof of identity as described below. Please mail requests to the address listed in the upper right portion of the South Dakota Application for a Marriage Record.
- In-Person requests can be processed at any South Dakota county Register of Deeds office or at the State Vital Records Office. Please be ready to provide proof of your identity as outlined below in the Identification section, pay the appropriate fees and complete this application form.

### IDENTIFICATION

Applicants who are applying by mail must EITHER submit a clear copy of a CURRENT government issued photo ID that contains the applicant's signature OR have a notary public notarize their signature on Section 3 of the application. No government issued ID? You must send a clear photocopy of any two of the following:

Social Security Card Utility bill with current address Bank statement with current address Pay stub (must include your name, social security number and the name and address of the business) Car registration or title with current address

FEES - Payment should be made in the form of a check or money order to MCCOOK COUNTY ROD

#### **ELIGIBILITY**

By state law, vital records are not open for public inspection. Vital records may be issued in the form of a certified or an informational copy. Only certain Individuals are eligible to obtain a certified copy of a vital record (see below to determine if you qualify). Not qualified to receive a certified copy of a vital record? Any person who submits an application and the applicable fee can obtain an informational copy of a vital record.

#### Certifled Copies

The record will be computer generated, issued on security paper with a raised seal and have the signature of the issuing agent. Individuals eligible for a certified copy are the following:

Self

Current Spouse, Child

Parent, Guardian - If guardian, please submit documentation of your legal guardianship.

Next of Kin - Grandparents, grandchildren over 18 and siblings only

Attorneys, Physicians or Funeral Directors acting on behalf of the family

<u>Designated Agent</u> - Someone given the authority by another individual to obtain a vital record on his or her behalf must complete Section 4.

<u>Personal or Property Right</u> - A right to the record not included in the categories above. Please submit documentation of the right with your application.

#### Informational Copies

These copies will be issued on plain paper and contain the statement 'For Informational Purposes Only. Not for Legal Proof of Identification.' An informational copy will not contain a raised seal or the signature of the issuing agent.

#### Photostatic Copies (Certified or Informational)

This record is a photo copy of the original. These records may be requested if the computer generated copy does not contain the information needed. Generally, these copies are intended for genealogy purposes. They can be issued certified for legal purposes or informational.