

# MARRIAGE CERTIFICATES

**REQUIREMENTS:** Marriage records are open to the public.  
In Michigan – Marriage records are filed in the county where the license was **ISSUED**. You can obtain a certified copy of a marriage in person or by mail. For Mail requests, fill out the **MARRIAGE CERTIFICATE REQUEST FORM** below, and mail it to the Branch County Clerk with the appropriate fee.

## **COSTS:**

\$20.00 for the first certified copy.

\$5.00 for each additional copy of the same record, ordered at the same time.

**\*\*Non-Certified Copies \$5.00\*\***

The flat rate for a copy printed from Microfilm is \$10.00. Be advised that the information available varies from year to year. Certification of the microfilm record is \$10.00 extra.

The NON-REFUNDABLE search fee for any vital records is \$10.00 for a 10 year search.

**Cash or Money Order Only:** Payable to **Branch County Clerk**

**\*\*\*No Personal Checks, if received will be RETURNED back to you\*\*\***

## **MAILING ADDRESS:**

Branch County Clerk  
31 Division St.  
Coldwater, MI 49036

**Please supply us with a self-addressed Stamp Envelope.**

**There is a blank request form below that can be filled out and mailed to us.**

**BRANCH COUNTY CLERK**

31 Division St., Coldwater, MI 49036 \* Phone (517) 279-4306

*Teresa (Terry) Kubasiak, County Clerk*

*Lisa Metz, Chief Deputy Clerk*

**REQUEST FOR CERTIFIED COPY OR SEARCH OF A RECORD**

**\*\*ALL MAIL IN REQUESTS MUST BE ACCOMPANIED BY A MONEY ORDER FOR THE APPROPRIATE AMOUNT AND A SELF ADDRESSED STAMPED ENVELOPE\*\***

**\*\*THE CLERK'S OFFICE IS NOT RESPONSIBLE FOR COPIES RETURNED VIA U.S. MAIL\*\***

**FEES**

**Certified Copies - \$20.00/\$5.00 for each additional of same record**

**Non-Certified Copies - \$5.00**

**Searches - \$10.00 per name – Non-refundable**

**What are you requesting?**

\_\_\_\_\_ certified copy

\_\_\_\_\_ non-certified copy

\_\_\_\_\_ search record

Your name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Signature: \_\_\_\_\_

**MARRIAGE**

Name of Applicant: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

**\*\*\*NOTE\*\*\***

Please provide us with an email address or phone number, in case we have any questions.