

WISCONSIN DIVORCE CERTIFICATE APPLICATION**(for Mail or In-Person Requests)****TYPE or PRINT.**

PENALTIES: Any person who illegally possesses any vital record with knowledge that the vital record has been illegally obtained is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per Wis. Stat. § 69.24(1)].

I. APPLICANT INFORMATION	CURRENT NAME - First			Last			MAIL TO NAME - First (if different)			Last											
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No.						MAIL TO ADDRESS (if different than street address) Apt. No.														
	City			State		ZIP Code		City			State		ZIP Code								
	DAYTIME TELEPHONE NUMBER ()						EMAIL ADDRESS														
II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE	TYPE OF CURRENT VALID PHOTO ID (See item 3 on page 2.)												PHOTO ID NUMBER			STATE OF ISSUANCE			EXPIRATION DATE		
	Per Wis. Stat. § 69.20(1), a CERTIFIED copy of a divorce certificate is only available to those with a "direct and tangible interest." (A-E) CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the divorce certificate. A. ☐ I am one of the persons named on the divorce certificate. B. I am a member of the immediate family of one of the persons named on the divorce certificate. ☐ Parent ☐ Child ☐ Brother / Sister ☐ Maternal Grandparent ☐ Paternal Grandparent C. ☐ I am the legal custodian or guardian of one of the persons named on the divorce certificate. D. ☐ I am a representative authorized by any person in categories A - C, including an attorney. Specify the person you represent: _____ E. ☐ I can demonstrate the divorce certificate is necessary for the determination or protection of a personal or property right. Specify your interest: _____ F. ☐ None of the above. I am requesting an uncertified copy. (Copy will not be valid for identity or legal purposes.) NOTE: Grandchildren, stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories C – E.												PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:								
III. FEES First Copy Fee \$ 20.00 <u>20.00</u> Additional copies of the same certificate issued at the same time as the first copy _____ X \$ 3.00 _____ Number of Additional Copies FEE IS <u>NOT</u> REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS <u>NOT</u> ACCEPTED. TOTAL _____																					
Submit your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309 Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ self-addressed, stamped business-size envelope, and ☐ any additional proof or authorization required Make check or money order payable to: STATE OF WIS. VITAL RECORDS																					
IV. DIVORCE INFORMATION	PARTY "A" BIRTH NAME - First			Middle			BIRTH Last Name														
	PARTY "B" BIRTH NAME - First			Middle			BIRTH Last Name														
	LOCATION OF DIVORCE - County						DATE OF DIVORCE (MM/DD/YYYY)														
I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested divorce certificate in accordance with the categories listed above.																					
SIGNATURE (Applicant)												Date Signed (MM/DD/YYYY)									

Important: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified” copy of a divorce certificate?

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

2. How long will it take to process my request?

APPLYING IN PERSON

- Requests for **certified** copies of divorce certificates are usually completed within 2 business hours of application, if the divorce certificate is on file.
- Requests for **uncertified** copies of divorce certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

APPLYING BY MAIL

- Requests for **certified** copies of divorce certificates may take up to 2 weeks plus mail time to complete.
- Requests for **uncertified** copies of divorce certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

3. What identification is required when applying for a divorce certificate?

Requests for certified copies require proof of identification. Applicant’s original ID is required for in-person applications. A **photocopy** of the applicant’s ID is required for mail applications.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Examples of acceptable forms of identification include:

One of these:

- State issued driver’s license or ID card
- US Government issued photo ID
- US or Foreign passport
- Tribal or Military ID card

OR

Two of these:

- Bank/Earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

**If you have questions regarding this form, please call 608-266-1373
or visit our website at <http://www.dhs.wisconsin.gov/vitalrecords>**