

MARRIAGE RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To:

Hamilton County Clerk
c/o Marriage License Records
625 Georgia Avenue, Rm. 201
Chattanooga, TN 37402

Office: (423) 209-6595 Fax: (423) 209-6501
Email: MarriageRecords@hamiltontn.gov

From: _____
Requestor's Name, Mailing Address, and Phone Number

Name of Applicant 1 and Applicant 2 as listed on requested marriage certificate: _____

Is the requestor a Tennessee citizen? Yes No

Request:

Certified Copy/Duplicate of Marriage Certificate (**\$5.00 per copy**)

Delivery preference:

ON-Site Pick-up (No Charge)

USPS First-Class Mail with protective card board \$1.19

How many certified copies: _____ x \$5.00 + \$1.19 postage (*if applicable*).

(*Ex. Two certified marriage certificates sent first class mail : \$5.00 x 2 copies + \$1.19 postage = \$11.19*)

Payment:

Please make check/money order payable to: **Hamilton County Clerk**.
Mail payment and completed form to the above address.

Signature of Requestor

Date Submitted

Signature of PRRC

Date Received