

INSTRUCTIONS FOR FILLING IN THE REQUEST FORM FOR CERTIFIED COPY OF MARRIAGE RECORD (GENEALOGY)

Essential Certificate information:

- **Name of applicant 1**
 - Provide first name, full middle name, and last name of bride/groom/spouse/partner. Provide all names the individual may be known by (i.e. maiden, married, or nick names).
- **Name of applicant 2**
 - Provide first name, full middle name, and last name of bride/groom/spouse/partner. Provide all names the individual may be known by (i.e. maiden, married, or nick names).
- **Date of ceremony**
 - Indicate to the best of your knowledge the month, date and year of marriage.
- **Place of ceremony**
 - **City/Town:** List City, Camp, Town or District of marriage
 - **Island:** List Island the ceremony took place

Requestor information:

- **Relationship of Requestor to Person Named on Certificate**
 - For vital records of events that occurred 115 years or less prior to the current year, the applicant must establish a direct and tangible interest in the records (i.e. grandchild, grandniece/grandnephew, cousin, etc.).
 - Submit proof of direct lineage to the registrant. Provide document(s) tracing your relationship to the registrant (i.e. copies of certified birth, death, or marriage certificates).
 - If Requestor is from an agency representing an individual, include an authorization letter or court order allowing the agency to obtain vital records on behalf of the individual.
 - If Requestor is applying as the Power of Attorney, provide legal power of attorney documents.
- **Reason for the request**
 - Write Genealogy, application for OHA grants/benefits, Department of Hawaiian Homelands, or Kamehameha Schools programs.
- **Email of requestor**
 - If available, please provide a reliable email address.
- **Phone**
 - If available, please provide a reliable residence or business phone number. Please include area code (i.e 808-586-0000)
- **Address**
 - Number and Street or P.O. Box City, State, Island, Zip code
- **Signature of Requestor**
 - Requestor must sign the "Signature of Requestor" on the marriage certificate request form