MARRIAGE CERTIFICATE INSTRUCTIONS

1. Go to https://www.alabamapublichealth.gov/vitalrecords/marriage-certificates.html.

2. Click on Certificates, Licenses and Permits at the top of the page.

3. Click on Birth, Death, Divorce and Marriage Certificates in the middle of the page.

4. Click on Marriage Certificates.

5. Complete the Certificate, making certain to enter information in each field.

    PLEASE NOTE: The fields asking for names require that the **full name** (first, middle and last) be put into the fields. The field asking for "last name before first marriage" is asking for a maiden name. Men may put their last name in that field as well.

6. Once each field is completed, at the bottom left hand corner of the screen is a button that says "Print Marriage Form". Click that button to print.

7. The name of each spouse must be notarized. The form must be notarized before filing with the Probate Office. Probate Court employees are not permitted to notarize signatures on marriage forms.

8. Once the certificate is signed and notarized it must be filed with Probate Office within 30 days. The postmarked date is not the date the certificate is filed.

9. The cost to record the certificate is $86.00. You may pay the fee with cash, check or card. If payment is made with a card, a fee of 3.5% will be added.

10. The original document must be filed however, our office will give you a certified copy of the certificate when it is recorded and you may use it to have your name changed with the Social Security Office and License Office if you you wish to change your name.

11. The effective date of the marriage is the latter of the dates of the signatures of the spouses.

12. A list of commissioned notaries is available at the Alabama Secretary of State's website at www.sos.alabama.gov.