

Departamento de Salud Registro Demográfico

GOBIERNO DE PUERTO RICO

Model RD 226 English Rev. 02/2020

PUERTO RICO MAIL IN MARRIAGE CERTIFICATION APPLICATION

Step 1: Establish eligibility. (Refer to Eligibility information). **Step 2:** Complete Marriage Certification Application Form in in its entirety, including the applicant's signature section. Step 3: Provide a photocopy of the applicant's valid identification on both sides. All photocopies are required to be clear and legible. Received applications which don't include an acceptable identification will not be processed. (Refer to Instructions Identification Requirements) **Step 4:** Include copy of necessary documentation in order to establish kinship and/or use of married surname. Step 5: Include the correct fee according to the requested certification. If a record isn't on file or if the submitted application doesn't comply with the requirements established in these instructions, a certified Not Found Statement will be issued. **The application fee will not be refunded.** (Refer to Payment and Fee information) Step 6: Mail in Application Form, Money Order, pre-addressed envelope, and all necessary documentation to the following address: Demographic Registry of Puerto Rico Fernandez Juncos Station Additional information regarding the requirements in obtaining a certification refer to PO Box 11854 PROCEDURE 02-2020. Approximate processing time 15 to 30 working days. San Juan, PR 00910 Eligibility In accordance with the definition of "interested party" as stated by Act No. 24 of April 22nd, 1931, as amended, known as the Puerto Rico Registry Act: 0 Spouse 0 Parent(s) of the spouses as listed on the marriage certificate Legal representative of one of the aforementioned parts (must comply with the instructions issued in Circular Letter 1-2020) 0 Legal guardian of the spouse (must provide a certified copy [with seal] of the legal court order, submitted documents may be subject to a 0 validation procedure by a court in Puerto Rico) Heir (must provide a certified copy of the Testament of Declaration, which may be subject to a validation procedure in Puerto Rico) 0 NOTE: Federal and State Agencies may obtain a Marriage Registration Verification which will include limited information of the marriage record. This issued document does not establish an identity, therefore it's not considered a legal substitute of a Marriage Certification. (Refer to Circular Letter 2 2019).

Identification Requirements for an eligible applicant when requesting a marriage certification

The submitted identification must be current, possess the name of the identified person, their photo, signature, issuance and expiration date. If the married last name is used in the identification, it's necessary to include a copy of the marriage certificate (if the acquired last name is not the marriage certificate requested).

The following are the only acceptable forms of identifications:

- o Passport
- \circ \quad Driver's License issued by a state or an United States territory
- D Identification Card issued by a state or an United States territory (DMV or DTOP)

Payment and Fees for a marriage certification

Computer Certification (Short Form)	Photocopy of the Original Certificate (Long Form)
 \$12.00 each copy 	 First copy \$17.00
	 Additional copies requested at the same time \$12.00 each

Fee Exceptions

- The spouse of 60 years or older, who is a resident of Puerto Rico, may request one (1) marriage certification free of charge during a period of 12 months.
- Puerto Rican Veterans are be exempt from the fee when the requested certification is for official uses. The veteran must provide a copy of their DD-214 Form or other supporting evidence proving the applicant is a veteran and document attesting the official use of the requested certification. (Circular Letter OPVELA-2015-02)

Acceptable Payment Method

- Money Order addressed to the Secretary of Treasury of Puerto Rico. Personal checks are not accepted.
- The Demographic Registry of Puerto Rico isn't responsible for payments made in cash, lost, misdirected or not delivered. Don't Send Cash.

Information



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PLEASE REFER TO INSTRUCTIONS, ELIGIBILITY INFORMATION, IDENTIFICATION REQUIREMENTS, PAYMENT AND FEES ON PAGE 1

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Para el estatus de su solicitud e información adicional, comunicarse al (787) 765-2929 Ext. 6131 o al correo electrónico seguimientosolicitudexpcorreo@salud.pr.gov Registro Demográfico • PO BOX 11854 San Juan, Puerto Rico 00910-1854 •www.salud.gov.pr• (787)765-2929