



**Florida Department of Health
Bureau of Vital Statistics
www.floridahealth.gov/certificates**

**APPLICATION FOR FLORIDA DISSOLUTION OF MARRIAGE CERTIFICATE
(DIVORCE OR ANNULMENT)
(FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)**

IMPORTANT: When you receive the dissolution of marriage certificate from the Bureau of Vital Statistics, you must forward the certificate to the Florida Department of State for the Apostille/Notarial Certificate process. Please see reverse side for our online ordering option through VitalChek, our only contracted vendor.

Applicant Information

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on an application or affidavit, or who obtains confidential information from any vital record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

Applicant's Name: _____
(Person requesting the record)

Mailing Address: _____ Apt.#: _____

City: _____ State: _____ ZIP Code: _____

Phone (with area code): _____ email: _____

Relationship to Person on Record: _____ Signature: _____

Information from Final Judgement

Name of Spouse as Shown on Record: _____

Name of Spouse as Shown on Record: _____

Date of Dissolution (If unknown, range of years): _____

County Where Granted: _____ Case # (if known): _____

Ordering Information

Normal processing time is 5-7 business days.

First Certificate: \$5.00

Additional Certificates: \$4.00 each

Additional Years to be Search: \$2.00 per year.
(Required when exact year is unknown. Maximum fee is \$50.00).

Rush Order (Optional): Rush orders are given priority processing and requires an additional \$10 fee. Mark the outside of your envelope "RUSH". Expedite shipping is NOT included.

Shipping & Handling Fee per application (Standard U.S. Postal Delivery)

| Fee | | Quantity | = | |
|------------------------------|---|----------|---|--|
| \$5.00 | X | 1 | = | |
| | X | | = | |
| | X | | = | |
| | X | | = | |
| | X | | = | |
| Total Amount Enclosed | | | | |

Dissolution of Marriage Reports originate from the Clerk of Circuit Court and are forwarded to the Bureau of Vital Statistics for permanent filing. This process takes approximately 60 days. If immediate evidence is required, please contact the Clerk of Circuit Court where the record originated.

**INFORMATION AND INSTRUCTIONS FOR FLORIDA DISSOLUTION OF MARRIAGE CERTIFICATE
APPLICATION (DIVORCE OR ANNULMENT)**

(FOR PURPOSE OF OBTAINING AN APOSTILLE OR NOTARIAL CERTIFICATE)

If you need assistance, please contact our Vital Records Section at 904-359-6900 ext. 9006.

A \$5 search fee is included in all orders and is non-refundable. If no record is found, a certified “No Record Found” statement will be issued.

Foreign embassies or consulates often require an apostille or notarial certificate for vital record certificates. The 1961 Hague Convention established the apostille as a form of authentication for its member states. The apostille certifies the authenticity of the issuing official’s signature. Countries that are nonmembers of the 1961 Hague Convention are issued notarial certificates, which also authenticates the issuing official’s signature. The Florida Secretary of State is the only designated Competent Authority to issue apostilles in the State of Florida.

Before ordering, we urge you to contact the nearest consulate or embassy for the country in which you will be using the apostille or notarial record to obtain their requirements for the vital record certificate.

Obtaining an Apostille or Notarial Certificate is a two-step process:

If you wish to expedite this two-step process, you may order online at www.vitalchek.com/flastorefront VitalChek is our only contracted vendor. VitalChek will collect your ordering information and credit card payment for both steps of the process. Our office will forward your vital record certificate via UPS to the Florida Department of State, Division of Corporations for the apostille process. Once the process is completed, the Florida Department of State, Division of Corporations will send the certificates via UPS to you. Please note, VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

To order by mail, you must complete both steps separately:

1. Complete this application to obtain a dissolution of marriage certificate from the Bureau of Vital Statistics.
2. Once the dissolution of marriage certificate is received, you must forward it to the Florida Department of State, Division of Corporations for the Apostille/ Notarial Certificate. Please visit their website at www.dos.myflorida.com or contact 850-245-6945 for information regarding their application, requirements, processing time, fees, etc.

Mailing: FL Department of State, Division of Corporations, Apostille Certificate, P.O. Box 6800, Tallahassee, FL 32314-6800

Walk in/Courier Delivery: Department of State, Division of Corporations, Apostille Certificate, 2415 N. Monroe Street, Suite 810, Tallahassee, FL 32303.

AVAILABILITY: After a dissolution of marriage (divorce or annulment) has been recorded with the Clerk of Circuit Court, the Clerk forwards a report to the Bureau of Vital Statistics for permanent filing. This process takes approximately 60 days.

Any dissolutions prior to June 6, 1927 are obtainable from the Clerk of Circuit Court in the county where the dissolution was granted. www.flclerks.com.

CERTIFICATE: The Bureau of Vital Statistics issues a Certificate of a Dissolution of Marriage (Divorce or Annulment) as an abstract of information taken from the judgment recorded by the Clerk of Circuit Court. The Certificate of Dissolution generally contains only names, and date and place of dissolution; and is accepted by all State and Federal Agencies as evidence that a dissolution was finalized and recorded. The complete judgment may be obtained from the Clerk of Circuit Court in the county where dissolution was granted. Clerk of Court website: www.flclerks.com.

ELIGIBILITY: Dissolution of Marriage Certificates are public record. No identification is required.

UNKNOWN DATE OF DISSOLUTION OF MARRIAGE: If date of event is unknown, the entire year specified will be searched. If the year is unknown, specify the span of years to be searched (Example: 1990 to 2000) and pay \$2.00 for each additional year to be searched. Maximum fee is \$50 regardless of the number of additional years to be searched.

REQUIREMENT FOR ORDERING: Applicant must provide a completed application. For events prior to 1970, the name of the husband must be provided as records were only indexed in this manner. For events from 1970 to present, searches may be conducted by the name of either spouse.

FEES: Check or Money Order Payable to: Vital Statistics. DO NOT SEND CASH. International payments must be made by Cashier’s Check or Money Order in U.S. Dollars drawn upon a U.S. Bank. Florida Law imposes an additional service charge of \$15.00 for dishonored checks. Fees are nonrefundable, except fees paid for additional copies when no record is found. These may be refunded upon written request.

OPTIONS FOR ORDERING:

ONLINE: To expedite this two-step process, you may order online at www.vitalchek.com/flastorefront with a credit card. VitalChek is our only contracted vendor. VitalChek charges an additional \$7 processing fee in addition to both agency fees and 2 UPS shipping fees.

MAIL IN (FOR VITAL RECORD CERTIFICATE ONLY): Normal processing time is 5-7 business days. If requesting RUSH service mark the outside of your envelope “RUSH”. Rush Orders are given priority processing. Expedite shipping is NOT included in rush fee. All orders require a \$1.00 Shipping and Handling Fee and are mailed Standard U.S. Postal delivery unless a special prepaid express delivery envelope is provided. **Rush service for dissolution of marriage within the last 60 days may not be available.**

WALK-IN SERVICE (FOR VITAL RECORD CERTIFICATE ONLY): Visit 1217 North Pearl Street, Jacksonville, Florida, between 8:00 am – 4:30 pm. Photocopy certificates require the \$10 rush fee and may not be available for same day service.

MAIL THIS APPLICATION WITH PAYMENT TO:

**FLORIDA DEPARTMENT OF HEALTH, BUREAU OF VITAL STATISTICS
ATTN: APOSTILLE UNIT, P.O. BOX 210, JACKSONVILLE, FL 32231-0042**

Express Mail and Courier Deliveries to: 1217 North Pearl Street, Jacksonville, Florida, 32202

PLEASE VISIT OUR WEBSITE: www.floridahealth.gov/certificates