



# Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

## REQUEST TO PURCHASE COPIES OF A MARRIAGE LICENSE

**NOTE:** If you were married in a county OTHER THAN Escambia County, Florida, contact the county where the marriage license was purchased or contact the Florida Department of Health, Bureau of Vital Statistics at (904) 359-6902. If you were married in Escambia County, Florida, provide the following requested information and submit as directed.

### 1. REQUIRED INFORMATION *{Please fill in the following required information in the blanks provided}:*

a.) **Spouse 1** *{Provide the full name as used at the time of marriage.}:*

\_\_\_\_\_

b.) **Spouse 2** *{Provide the full name as used at the time of marriage.}:*

\_\_\_\_\_

c.) **Year of marriage:** \_\_\_\_\_

d.) **Number of copies requested:**

\_\_\_\_\_ Regular Copies (@ \$ 1.00 each)

\_\_\_\_\_ Certified Copies (@ \$ 3.00 each)(Must be sent regular mail)

e.) **Choose A Preferred Delivery Method:** *{See also SUBMITTING THIS FORM, below}*

\_\_\_\_\_ By Regular Mail: *{NOTE: Include an additional \$1.00 for postage.}*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

**-OR-**

\_\_\_\_\_ By Electronic Mail (email address:) \_\_\_\_\_

### 2. SUBMISSION OF FORM *{Request forms can be submitted either through regular mail or by email}:*

#### **By Regular Mail:**

a.) Complete this form with the information requested above.

b.) Include a check or money order for the total dollar amount + **\$1.00 postage.**

c.) Mail to:

Escambia County Clerk of the Circuit Court and Comptroller

Attention: Public Records Center

P.O. Box 333

Pensacola, FL 32591-0333

**By Electronic Mail (email):** Complete this form with the information requested above and email to [publicrecords@escambiaclerk.com](mailto:publicrecords@escambiaclerk.com). You will be contacted via email when your request is received. Once your request is processed, our office will contact you to provide instruction for payment.