

## Marriage License, Request for

Date:

To: Whom It May Concern:

Please forward to my attention a marriage license for:

Exact Names:

Date of Marriage:

Town or City:

Location:

Please send a copy of the marriage certificate to me as soon as possible.

Enclosed is my credit card information for your use to pay for my request:

Credit Card Number:

Expiration Date:

Exact Name on Card:

If you require a check instead, please send me the amount due in the enclosed stamped self-addressed envelope and I will send it to you by return mail.

Thank you for your assistance in this matter,

Best regards,

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Signer

## Marriage License, Request for Review List

This review list is provided to inform you about this document in question and assist you in its preparation. Keep a copy of the transaction so you can send in a second notice. We recommend you make a phone call, if possible, to the proper location first to find out whether you need to have a bank check instead of a credit card, the correct amount of the total charge, and the proper department to send it to. On the other hand, if you have time and are not in a hurry, it can be less frustrating and just as effective in the long term, to send out an initial letter and let the bureaucracy grind slowly and respond at its pace.

A marriage license is needed for divorce filings and a host of other matters. If you do not have one in your safe or home files, you are well advised to get one and put it with your important papers.