

## MARRIAGE RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To:

**Hamilton County Clerk**  
**c/o Marriage License Records**  
625 Georgia Avenue, Rm. 201  
Chattanooga, TN 37402

Office: (423) 209-6500 Fax: (423) 209-6501  
Email: MarriageRecords@hamiltontn.gov

From: \_\_\_\_\_  
Requestor's Name, Mailing Address, and Phone Number

Name of Applicant 1 and Applicant 2 as listed on requested marriage certificate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the requestor a Tennessee citizen?  Yes  No

Request:

Certified Copy/Duplicate of Marriage Certificate (**\$5.00 per copy**)

Delivery preference:

ON-Site Pick-up (No Charge)

USPS First-Class Mail with protective card board \$2.04

How many certified copies: \_\_\_\_\_ x \$5.00 + \$2.04 postage (*if applicable*).

(*Ex. Two certified marriage certificates sent first class mail : \$5.00 x 2 copies + \$2.04 postage = \$12.04*)

Payment:

Please make check/money order payable to: **Hamilton County Clerk.**  
Mail payment and completed form to the above address.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of PRRC

\_\_\_\_\_  
Date Received