



## Vital Records Application for Marriage and Divorce Instructions and Information

- 1) One form may be used to request a certified copy of a marriage license only, or a report of divorce/annulment only, or for both a marriage license and report of divorce if for the same couple.
- 2) Complete all of the information in the top section of the form and all information in the marriage and/or divorce sections based upon whether a marriage, divorce or both certificate(s) are being requested.

### Information

**MARRIAGES/DIVORCES** – The central filing of marriages was not required until July 01, 1950. Marriages prior to that date must be obtained from the Office of the Probate Judge in the county where the license was obtained. Reports of divorce are available from July 01, 1962 forward. SCDHEC does not have a copy of the divorce decree. The actual divorce decree must be obtained from the Office of the Clerk of Court in the county where the final divorce hearing was held.

**TURNAROUND TIME** – The usual turnaround time for ‘Mail’ requests is approximately three (3) weeks from the date of receipt. The usual turnaround time for ‘waiting’ on-site customers is approximately thirty (30) minutes during non-peak hours (8:30 am – 11:00 am and 2:00 pm – 4:00 pm). Expedited requests are processed and a response provided within 3 business days of receipt.

If it has been more than four (4) weeks since you submitted your request, call (803) 898 3630 to determine the status.

**IDENTIFICATION** – A valid/current government, school or employer issued photo identification document of applicant is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States’ DMV Office issued picture identification ie Driver’s License, ID card, Learner’s Permit (unexpired)
2. Current school or employer picture identification card
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
- 5 Foreign Passport with Visa (I-94 or I-94W – unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refuge Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state or municipal government (unexpired)

**WEBSITE** – [www.scdhec.gov/vr/](http://www.scdhec.gov/vr/) provides additional information on SC Vital Records.

**PAYMENT** – Acceptable methods of payment for mail requests are a money order or cashier’s check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

**SEARCH FEE** – A \$12 “search fee” is required by law. **If the record is not found, the \$12 search fee is non-refundable.** The required search fee includes one (1) certification, if record is located. If additional copies of the same type certification are ordered at the same time, additional copies are \$3 each.