

**REQUIREMENTS OF THE DEMOGRAPHIC REGISTRY OF PUERTO RICO FOR  
SOLICITING DOCUMENTS**

General mail service address (regular mail)  
(It will take approximately six week for processing)

**DEPARTMENT OF HEALTH  
DEMOGRAPHIC REGISTRY  
PO BOX 11854  
FERNANDEZ JUNCOS STATION  
SAN JUAN, PUERTO RICO 00910**

1. Write a letter or fill out the form included indicating the reason for soliciting the marriage certificate. You must write your full name, date of birth, town of birth and name of parents.
2. Include a \$5.00 postal money order payable to **Secretary of the Treasury** for each copy you need. **(Additional Birth Certificate in the same application \$4.00)**
3. You must send a photocopy of a valid picture identification card. Identification cards acceptable by the Demographic Registry are **Driver License, Passport, New York State Identification Card or Veteran's Administration Identification Card, Public Assistant or Medicaid Card with picture. (Not Expired I.D. Cards). If you do not have any acceptable identification card then your parents or children over eighteen years old can solicit the document, with a copy of their Birth Certificate and a valid picture I.D. card or legal representative can solicit the document for you.**
4. Send a self addressed stamped enveloped to mail in your document.

You can send this request express mail and provide a self-addressed express mail stamped envelope. This process only take seven to ten days. The following address is only for express mail service.

**DEPARTMENT OF HEALTH  
DEMOGRAPHIC REGISTRY  
CALLE QUISQUEYA # 171  
HATO REY, PUERTO RICO 00917**

Telephone number is (787) 767-9120