



Marriage/Civil Union License Instructions

A Marriage record is a permanent and important record; therefore, exceptional care must be taken to ensure that it is accurate. The State **will not accept strikeouts or whiteouts.**

This Marriage record is a four-part form. The form does not contain any carbon paper and will not duplicate on each sheet of the enclosed Marriage License. The upper portion on each sheet must be completed individually. As the person performing the ceremony, you are requested to make sure the item numbers from 3 thru 7c are completed on each sheet of the enclosed Marriage License as stated below. Please indicate **ONLY** the municipality and county where the ceremony took place on line 3.

In order FOR THIS RECORD to be **absolutely correct**, please do the following:

1. PRINT legibly in black ink on **EACH SHEET.**
2. Person performing ceremony must complete items 3, 4, 5a, 5b, and 5c.
3. Witnesses are to complete items 6a, 6b, 6c, 7a, 7b, and 7c.
4. State law requires that the Marriage License (copies 1 & 2) be returned to the Registrar of the municipality where the ceremony was performed within five (5) days after the ceremony.*
5. Since the greatest difficulty is experience with signatures, please PRINT or TYPE the names and addresses of the witnesses and the person performing the ceremony on the spaces provided below and return this sheet along with the License.

Thank you,

Nancy Tran

Registrar of Vital Statistics

Deputy Registrar of Vital Statistics

Witness _____ Address _____

Witness _____ Address _____

Date of Ceremony _____

Person Performing the Ceremony _____

Address _____

Telephone # _____

Email _____

***If uncertain as to where the Marriage Certificate should be returned, please contact the Office of Vital Statistics & Registry at (866) 649-8726.**