

PLEASE GIVE TO YOUR OFFICIANT

TO THE PERSON PERFORMING THE CEREMONY PLEASE READ BELOW

1. Please type or print (except signatures) **legibly with black ink only** on the Marriage or Remarriage or Civil Union Certificate. The Marriage and Civil Union certificates no longer have carbon paper; therefore, you will need to fill out the information on all four copies.
2. When filling out “**Place of Marriage**” write **TOWN AND COUNTY ONLY** not address.
3. Make sure the Certificate (all 4 parts) is complete with **no white outs, cross-outs or erasures.**
4. Please print your **official title in 5c** (Minister, Reverend, etc.). Do not write Officiant or Mr. or Mrs. in that box. Retain copy 4 for your records.
5. Give Copy 3 to the Couple. Please advise the couple that this copy is not a legal document and a certified copy of their marriage/civil union license can be obtained from the Registrar’s Office in the Municipality where the ceremony took place.
6. State Law provides that within five days after performing the ceremony, **the two top copies (Copy 1 & 2) of the certificate and this form** be forwarded to the Registrar of Vital Statistics in **the Municipality where the ceremony took place not where they applied.**

WITNESS: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

WITNESS: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

OFFICIANT: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

PHONE: _____