



To the Officiant,

In recent months, we have received marriage licenses back to our office that they were not completed. The certified copy of the marriage license is delayed getting back to the couple and, in some instances, this is time sensitive for them. The enclosed instructions tell the officiant how to completely fill out the license. Please read them carefully and if you have any questions, feel free to call our office at 435-438-6463. The following are tips to help you complete the license:

MARRIAGE OFFICIATOR INSTRUCTIONS

Enclosed are two documents for you to complete on the couple's wedding day:

1. Marriage License
2. Marriage Certificate

OFFICIATOR'S RESPONSIBILITY

You only need to fill in and sign the bottom half of the marriage license (After the deputy clerk's signature) Have witnesses sign both license and certificate. The couple will sign only the marriage license. USE BLACK INK (you may type it in) The deputy clerk's signature is in blue to differentiate the original from a copy.

MARRIAGE LICENSE

The signed marriage license, once completed, should be returned in the envelope to the county clerk's office that issued the license immediately after the ceremony to avoid misplacing of the license. The license is valid for thirty days starting with the date of issue, the date of issue is above the deputy clerk's signature and the county clerk's name, please make sure the couple did not go over the thirty days, the couple will have to purchase another license if they did not get married within the thirty days. Please keep in mind that all licenses must be accounted for, whether use or not.

Remember to fill in the blanks as shown on the enclosed sample. If you find any mistakes on the top half of the license (those made by the deputy clerk), please circle those mistakes with a pencil (Please do not correct the mistakes). Please do not correct your mistakes with correction tape (Please do not erase or scratch out your mistakes). Marriage officiator, couple, and witnesses must sign their full legal names, not print them. Couple must sign name as it is shown on the license.

MARRIAGE CERTIFICATE

When the marriage certificate is completed and filled out properly, it should be presented to the couple at the conclusion of the ceremony as a keepsake. The marriage certificate does not need to be returned to our office. Remember to have the signatures of two witnesses, your signature, and your full name printed underneath your signature on the certificate.

No marriage may be solemnized without a license issued by the county clerk of any county of the State of Utah

IMPORTANT REMINDER

The person solemnizing the marriage (that is the one performing the marriage ceremony) shall, within (30) days following the ceremony return the license to the County Clerk's office.

Normally, the marriage license is returned to the County Clerk by the person solemnizing the marriage. On occasion, a couple decides not to get married. If a couple decides not to marry the requirement of returning the license still exists. Therefore, the license applicant must return the license to the County Clerk within (30) days.

Failure to return the license within thirty (30) days, whether the marriage was solemnized or not, is a misdemeanor crime in which the responsible person could be fined up to \$750.00 and six (6) months in jail.

1. Make sure the couple brings you a license. Fill out the license before the ceremony so the only thing to do after the ceremony is to have the couple, their witnesses, and you (the officiant) sign it. Never sign before the ceremony is performed.
2. If there are any corrections to be made, please enclose a note when the license is returned to our office, and we will make the changes. You can not use correction tape if the person signed on the wrong place, make a note. Make sure you get the couple, and witnesses signatures.
3. Make sure you sign and print your name. Make sure it is legible.
4. If the marriage takes place after the 30 days, the marriage is void. If the marriage does not take place, the license needs to be returned to the County Clerk's office.
5. The couple and two witnesses need to sign the license. The couple must sign as it is shown on the license.
6. Once the marriage is solemnized, the license needs to be returned to the County Clerk's office within 30 days by law; however, we would like to receive the license *within two weeks if possible*.
7. Do not forget to give the certificate to the couple after the ceremony

Thank you for your help in this matter. We appreciate all you do to help make each couple's day special.

No. 5371

Marriage License



STATE OF UTAH COUNTY OF BEAVER

To Any Person Legally Authorized to Solemnize Marriage, Greeting:
You Are Hereby Authorized to Join In **HOLY MATRIMONY**

Mr. NAME OF APPLICANT of CITY in the County of COUNTY and State of STATE of the age of AGE years and NAME OF APPLICANT of CITY in the County of COUNTY and State of STATE of the age of AGE years the _____ of said _____ having given _____ assent to said Marriage.

WITNESS my hand and official seal hereto affixed at my office in Beaver, Utah this DAY day of MONTH 20YEAR COUNTY CLERK By SIGNATURE OF DEPUTY DEPUTY CLERK

STATE OF UTAH COUNTY OF COUNTY | ss. I hereby certify that on the DAY day of MONTH in the year of our Lord two thousand and YEAR at CITY in COUNTY County, I the undersigned a TITLE OF OFFICIATOR did join in the Holy Bonds of Matrimony according to the Laws of this State. NAME OF APPLICANT of the County of COUNTY State of STATE and NAME OF APPLICANT of the County of COUNTY State of STATE THE NATURE OF THE CEREMONY WAS ACCORDING TO THE RITES OF NAME OF THE CHURCH THAT YOU REPRESENT and WAS A PRESENT MUTUAL AGREEMENT OF MARRIAGE BETWEEN THE PARTIES FOR ALL TIME. DR CIVIL LAW

WE WERE MARRIED AS STATED IN THIS CERTIFICATE AND ARE NOW HUSBAND AND WIFE
SIGNED SIGNATURE GROOM } SIGNATURE OF OFFICIATOR TITLE
SIGNED SIGNATURE BRIDE } Signature of Officiant Title
IN THE PRESENCE OF SIGNATURE OF WITNESS WITNESS } ADDRESS * PHONE NUMBER OF OFFICIATOR
SIGNATURE OF WITNESS WITNESS } ADDRESS

NOTICE! To parties performing marriages: It is the duty of the person celebrating the Marriage to fill out and sign the above Certificate and return the same, to the county Clerk within 30 days after the marriage is solemnized. For failing to make such return he is guilty of misdemeanor. License void 30 days after date of issue - Utah Code 30-1-7

Certificate of Marriage



STATE OF UTAH COUNTY OF BEAVER

This Certifies that

FULL NAME OF APPLICANT of CITY in the State of STATE and FULL NAME OF APPLICANT of CITY in the State of STATE were by me joined together in Holy Matrimony according to the Ordinance of God and the Laws of the State of Utah, at CITY in COUNTY County, on the DAY day of MONTH in the year of Our Lord Two Thousand YEAR

IN THE PRESENCE OF SIGNATURE OF WITNESS WITNESS } SIGNATURE OF OFFICIATOR SIGNATURE OF OFFICIANT
SIGNATURE OF WITNESS WITNESS } TITLE OF OFFICIATOR TITLE

LICENSE ISSUED BY THE CLERK OF BEAVER COUNTY DATE 20YEAR

