Officiant’s Instructions

Completing the Marriage License

Please Read Carefully

As the officiant, it is your responsibility to return the completed Application, License, and Record of Marriage form marked “ORIGINAL – VITAL RECORDS COPY” within 5 days after the ceremony per ORS 432.173(3). Please mail to Deschutes County Clerk, P.O. Box 6005, Bend, OR 97708-6005 (return envelope enclosed). FAILURE to return the License and Record of Marriage within 5 calendar days may result in a Class A misdemeanor civil penalty under ORS 432.995.

The other form marked “Officiant’s Copy” is for the officiant’s records. If you have any questions, please contact the Deschutes County Clerk’s office at 541-388-6549.

It is the officiant’s responsibility to complete the information in spaces 30a through 33. All of the blanks must be legible and complete. Please type or hand write using black or blue ink as this is an official vital record.

If the License and Record of Marriage is not completed correctly it will be returned to officiant for correction. This will delay issuing certified copies.

An officiant may only perform a marriage ceremony within the Effective Date and Expiration Date.

Completing the Memento Certificate and Obtaining Certified Copies

1. The marriage packet contains one embossed marriage certificate. This is a memento certificate. This certificate cannot be used in place of a legal marriage record.

2. The parties all must sign the memento certificate as they signed the original license.

3. The witnesses who sign must be 18 years of age or older.

4. To obtain a legal marriage record contact the County Clerk’s Office or use the enclosed request form to obtain a certified copy of their record of marriage.

Important Note: Deschutes County interprets ORS 106.150 “in the presence of” to mean the couple, officiant, and two witnesses must be physically present in the same room, without the use of any electronic means such as Skype or telephone, throughout the ceremony.