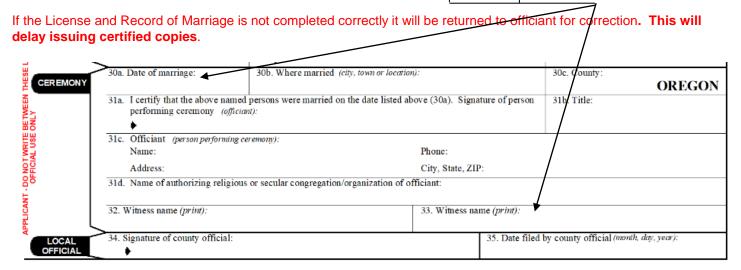
Officiant's Instructions

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.

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.**



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

			/	
LOCAL OFFICIAL	County	License Effective On or After	· · · · · · · · · · · · · · · · · · ·	License Expires (Month, Day, Year)

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.

<u>Important Note</u>: 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.