

# 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.**

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.**

<b>APPLICANT - DO NOT WRITE BETWEEN THESE L OFFICIAL USE ONLY</b>	<b>CEREMONY</b>		30a. Date of marriage:	30b. Where married (city, town or location):	30c. County: <b>OREGON</b>	
	31a. I certify that the above named persons were married on the date listed above (30a). Signature of person performing ceremony (officiant):				31b. Title:	
	31c. Officiant (person performing ceremony):					
	Name:		Phone:		City, State, ZIP:	
	Address:					
31d. Name of authorizing religious or secular congregation/organization of officiant:						
32. Witness name (print):			33. Witness name (print):			
<b>LOCAL OFFICIAL</b>				34. Signature of county official:		
				35. Date filed by county official (month, day, year):		

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

<b>LOCAL OFFICIAL</b>	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.

**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.**