

Officiant's Instructions

Completing the Marriage License

Please Read Carefully

There is no requirement for an officiant to register their ordination or ministerial certificate/license prior to performing a ceremony. The officiant must meet the requirements under ORS 106.120. It is the responsibility of the officiant to properly complete the Marriage License form.

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 Clatsop County Clerk, 820 Exchange St., Ste. 220, Astoria, OR 97103. 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 Clatsop County Clerk's office at 503-325-8511.

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. The address must be a physical address, NO PO BOXES.**

OFFICIAL USE ONLY	LICENSE TO MARRY This license authorizes the marriage in this state of the parties named above by any person duly authorized to perform a marriage ceremony under the laws of the State of Oregon.		
	27. Date License Issued JANUARY 02, 2008	28. Signature of Issuing Official _____	29. Title of Issuing Official DEPUTY
	30a. Date of Marriage _____	30b. Where Married - (City, Town or Location) _____	30c. County OREGON
	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. Print Name and Address of Officiant (Person Performing Ceremony) Name: Address: Phone:	31d. Name and Address of the Authorizing Religious Congregation or Organization of Officiant Name: Address: Phone:	
	32. Witness Name (Print) _____	33. Witness Name (Print) _____	

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 the memento certificate must be **18 years of age or older**.
4. To obtain a legal marriage record contact the County Clerk's Office.

Important Note: Clatsop 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.