

Marriage Certificate Instructions

Both witnesses and person performing the ceremony MUST sign ALL four copies

**Box 5C must have a title written such as Minister, Reverend or Priest. Officiant is NOT a valid title.

Fill out completely

Use ONLY black or blue ink

NO markouts or corrections

Pink copy- couples to keep

Blue copy- person performing the ceremony to keep

After the ceremony take the two white copies of completed certificate to the municipal building in whatever municipality the ceremony took place.

You have to request a certified copy at the municipal building where the certificate is filed. A certified copy is NOT automatically generated and there is normally a fee per copy. You will have to complete a form and show your state issued ID.