

INSTRUCTIONS TO OFFICIANT

Please read carefully & complete after performing the Ceremony

NOTE: A marriage ceremony may not be performed before the effective date or after the expiration date (both located on the top of the form). Anyone performing a ceremony before the effective date or after the expiration date is in violation of Oregon law.

COMMEMORATIVE CERTIFICATE

One commemorative marriage certificate is included in this packet (which is not the legal marriage record). Please have both parties as well as their witnesses sign the certificate. This is not a certified copy of the marriage certificate. A separate form is included to request a true and certified copy.

HOW TO COMPLETE THE LICENSE AND RECORD OF MARRIAGE

The County Clerk's office has completed the marriage license form with the information of both parties except for Lines 30-33. It is the officiant's responsibility, as the person performing the ceremony, to complete the information in these spaces. All of the blanks must be filled in completely and legibly using blue or black ink only. The marriage license must be returned to the Clerk's office **within 5 calendar days** of the date of the ceremony. A penalty may be assessed after 15 days (ORS 106.990).

- Line 30a: Month/Day/Year of ceremony. Please **spell out the month** of the marriage date.
- Line 30b: Where married – city, town/location (must be in Oregon).
- Line 30c: Where married – county (must be in Oregon).
- Line 31a: Signature of person performing ceremony (Sign full name).
- Line 31b: Print your title – (Reverend, Pastor, Minister, etc.).
- Line 31c: Enter the full name, full address, including zip code, and phone number of officiant performing ceremony.
- Line 31d: Enter the full name of the religious congregation or secular organization of the officiant.
- Lines 32 & 33 **Print** the names of both witnesses.

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

After the ceremony, the officiant must return the completed license marked "ORIGINAL-VITAL RECORDS COPY" either by mail or in person to the Yamhill County Clerk, 414 NE Evans St, McMinnville, OR 97128. The form marked "Officiant Copy" is for your records.

Note: Yamhill County interprets ORS 106.150 "in the presence of" to mean both parties, the officiant, and (2) two witnesses must be physically present in the same room/space for the entire ceremony.

If you have any questions, please call: 503-434-7518