



Completing the Civil Marriage Certificate

GUIDELINES FOR OFFICIANTS

We have prepared these guidelines to assist you in completing the OFFICIANT section of the *Vermont Certificate of Civil Marriage* (items 18a-g). On this page, there are step-by-step instructions for filling out each item. On the back page, there is a checklist. If you have questions or would like additional copies of these guidelines, contact the Vital Records Unit of the Vermont Department of Health, or any Town Clerk.

Please type or use black ink.

This will increase the chances that readable copies can be made from the certificate for the next 100 years.

OFFICIANT	
<small>This license authorizes the marriage IN VERMONT ONLY of the above named parties by any person duly authorized to perform a marriage.</small>	
<small>18a. I CERTIFY THAT THE ABOVE PERSONS WERE MARRIED ON (Month, Day, Year)</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">①</div>	<small>18b. WHERE MARRIED – CITY OR TOWN</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">②</div>
<small>18c. SIGNATURE OF PERSON PERFORMING CEREMONY</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">③</div>	<small>18d. TITLE</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">④</div>
<small>18e. NAME (Type/Print)</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">③</div>	<small>18f. TELEPHONE NUMBER</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">⑤</div>
<small>18g. MAILING ADDRESS OF PERSON PERFORMING CEREMONY (Number and Street, City or Town, State, Zip Code)</small> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">⑥</div>	

- ① **Block 18a** – Type or print the date you perform the marriage ceremony. Be sure the date falls between the “VALID FROM ____ TO ____” dates (item 17d of the CERTIFICATION section of the forms). Write out the name of the month, rather than the number of the month (e.g., July 1, 2000, not 7/1/2000).
- ② **Block 18b** – Type or print the city or town where you perform the marriage ceremony.
- ③ **Block 18c & e** – Sign your name in 18c, and type or print your name in 18e.
- ④ **Block 18d** – Type or print your title here (e.g., Justice, Minister, Rabbi, Priest).
- ⑤ **Block 18f** – Type or print your daytime telephone number.
- ⑥ **Block 18g** – Type or print your mailing address here.

Upon completion of the OFFICIANT section, return the certificate to the issuing town clerk (see 17b & c of the CERTIFICATION section). The law requires that the officiant return the certificate to the clerk **within 10 days** so the marriage can be legally registered. **Do not give the completed certificate to the couple.**

VT Dept. of Health – Vital Records Unit – 108 Cherry Street, PO Box 70, Burlington, VT 05402

863-7275 or 800-439-5008

CHECKLIST

Before the Marriage:

_____ Are you legally authorized to perform a wedding in Vermont?

If you are a judge or justice, you must have taken the oath of office, and you must perform the wedding during your term of office.

If you have registered with the Secretary of State as a temporary officiant, you will be authorized to officiate over the particular marriage identified on the registration form you submitted to the Secretary of State. Your authority to solemnize that marriage will expire at the same time as the corresponding license. For information on registering to be a temporary officiant visit www.sec.state.vt.us or call 802-828-2363.

If you are a member of the clergy and reside in Vermont, you must be ordained, licensed or authorized by your denomination.

If you are a member of the clergy, but are not a Vermont resident, you must have special authorization from the probate court in the county where you will be performing the ceremony, unless you reside in an adjoining state or country and your church, temple, mosque, or other religious organization lies entirely or partly in Vermont. Contact the probate court for details.

_____ Are these individuals eligible to enter into marriage?

_____ Do they have a valid Vermont marriage license?

_____ Will the certification date fall within the "VALID FROM _____ TO _____" dates?
(See 17d of the CERTIFICATION section of the license.)

After the Marriage:

_____ Fill out the remaining items of the OFFICIANT section using a typewriter or pen with permanent black ink (18a - g).

_____ If you have registered with the Secretary of State as a temporary officiant, a copy of the certificate of authority issued by the Secretary of State should be attached to the signed license and returned to the clerk's office.

_____ Return the completed certificate within 10 days to the town clerk who issued the license. (Block 17b & c). The certificate does not become a legal document until the town clerk has registered it. **Do not give the certificate to the couple.**