

Notice to Officiant

NOTE: The license contains **two** dates. **A marriage ceremony may not be performed before the effective date nor after the expiration date** (both located in the upper right hand corner).

HOW TO FILL IN THE LICENSE AND RECORD OF MARRIAGE

It is your responsibility, as the person performing the ceremony, to complete the information in lines 30a through 33, and to return the Marriage License to our office within 5 days.

All the blanks must be filled in correctly and legibly. Use Black ink only & Print carefully!

- Line 30a: Month/Day/Year of ceremony.
- 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.
- Line 31b: Print your Title (Reverend, Pastor, Minister, Judge, Officiant, etc).
- Line 31c: Name, Physical Address (PO Box is acceptable) and Phone Number of person performing ceremony.
- Line 31d: All officiants, including judges, must enter the Name, Physical Address (PO Box is not acceptable) and Phone Number of the organization or religious congregation that authorized you.

Congregation/Organization must be active.
- Line 32 & 33: Print the Names of the two witnesses.

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)

After the ceremony, the **Officiant is responsible** for returning the Marriage License to our office within 5 days. **A pre-addressed envelope is provided for your use.**

Mail:
 Coos County Clerk's Office
 Attn: Marriage
 250 N Baxter St.
 Coquille, OR 97423

In Person:
 Coos County Courthouse
 Coos County Clerk's Office
 250 N Baxter St.
 Coquille, OR 97423