

# Civil Marriage Checklist for Officiants

**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 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](http://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 Vermont 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 per Vermont law?

\_\_\_\_\_ Have **both individuals signed and dated** 15a-16b of the *Vermont License and Certificate of Civil Marriage*, and will the marriage date fall within the "VALID FROM \_\_\_\_\_ TO \_\_\_\_\_" dates on the license?

**After the Marriage:**

\_\_\_\_\_ Fill out the OFFICIANT section (18a-g) using a typewriter or printing with **permanent black ink**.

<b>OFFICIANT</b>	
This license authorizes the marriage IN VERMONT ONLY of the above named parties by any person duly authorized to perform a marriage.	
18a. I CERTIFY THAT THE ABOVE PERSONS WERE MARRIED ON (Month, Day, Year)	18b. WHERE MARRIED – CITY OR TOWN
18c. SIGNATURE OF PERSON PERFORMING CEREMONY	18d. TITLE
18e. NAME (Type/Print)	18f. TELEPHONE NUMBER
18g. MAILING ADDRESS OF PERSON PERFORMING CEREMONY (Number and Street, City or Town, State, Zip Code)	

- 18a. Date of the marriage (write out the name of the month rather than the number (e.g. July 5, 2019, not 7/5/19))
- 18b. Name of the town/city where ceremony took place (specify City or Town if applicable)
- 18c. Your signature
- 18e. Your printed name
- 18d. Your title (e.g. Temporary Officiant, Minister, Priest, Rabbi, Justice of the Peace, etc.)
- 18f. Your best contact phone number
- 18g. Your mailing address

\_\_\_\_\_ If you are registered with the Secretary of State as a temporary officiant, a copy of the certificate of authorization should be attached to the signed license and returned to the issuing town clerk's office (see 17c.)

\_\_\_\_\_ Vermont law requires the completed certificate to be returned to the issuing town clerk **within 10 days** for filing. **Do not fold the certificate. Do not give the certificate to the couple.**

The Vermont Secretary of State's Office is pleased to announce a new online [Temporary Officiant Registration Portal](#). Users can navigate to the portal by clicking the "Temporary Officiant" link at the top of every page of the [Vermont Secretary of State Website](#).

The new portal provides applicants with 24/7 online registration service. The full application process may be completed online, or applications can be printed and mailed. The portal provides additional pertinent information and links for temporary officiants, including a guide to completing the Vermont Department of Health Civil Marriage Certificate.

RE: Marriage License

\_\_\_\_ Applicant A signs and dates license (USE BLACK INK ONLY)

\_\_\_\_ Applicant B signs and dates license (USE BLACK INK ONLY)

\_\_\_\_ Officiant completes their section (USE BLACK INK ONLY) and returns the license in the envelope provided WITHIN 10 DAYS of the marriage.

NOTE: If you have registered through the State to do a “one-time” marriage in Box 18d – write ‘Temporary Officiant.’ Also, the authorization letter from the State **must be returned** with the license.