

Instructions to Ministers / Officiants Performing Marriage Ceremonies

REVISED
Effective January 1, 2018

NOTICE: A MARRIAGE CEREMONY MAY NOT BE PERFORMED BEFORE THE EFFECTIVE DATE (in the center of the top row) NOR AFTER THE EXPIRATION DATE (upper-right-hand corner).
Doing so is in violation of Oregon Law.

MARRIAGE CERTIFICATES

1. You will receive one decorative marriage certificate.
2. Please have both parties sign the certificate. If either party plans to change their name, they need to use their last name used before the marriage, not their new married name.

LICENSE AND RECORD OF MARRIAGE

The County Clerk's office has typed the information for both parties. It is your responsibility, as the person performing the ceremony, to complete (type or print in black ink) the information in spaces 30 through 33. All of the blanks must be filled in correctly and legibly.

APPLICANT DO NOT WRITE BETWEEN THESE 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 APPLICATION, LICENSE, AND RECORD OF MARRIAGE marked "ORIGINAL-VITAL RECORDS COPY". This form must have original signatures and be returned **within 5 days** to (return envelope enclosed):

Yamhill County Clerk
414 NE Evans ST
McMinnville, OR 97128-4607

The other form marked "Officiant's Copy" is for your records. If you have any questions, please contact the Yamhill County Clerk's office at 503-434-7518.

If the original form is not returned to the County Clerk within 5 days after the marriage, a penalty may be assessed. (ORS 106.990)

NOTE: Yamhill County interprets ORS 106.150 "in the presence of" to mean that both parties, the officiant, and 2 witnesses must be physically in the same room/space throughout the entire ceremony.