VERMONT
DEPARTMENT OF HEALTH

Completing the Marriage or Civil Union Certificate

GUIDELINES FOR OFFICIANTS

We have prepared these guidelines to assist you in completing the OFFICIANT section of the *Vermont Marriage Certificate* or *Civil Union Certificate* (items 17a-f.) 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 (Marriage)

This license authorizes the marriage IN VERMONT ONLY of the above named parties by any person duly authorized to perform a marriage.

17a. I CERTIFY THAT THE ABOVE PERSONS WERE MARRIED ON: *(Month, Day, Year)* DATE > ❶	17b. WHERE MARRIED — CITY OR TOWN ❷
17c. SIGNATURE OF PERSON PERFORMING CEREMONY > ❸	
17d. NAME *(Type/Print)*	17e. TITLE ❹
17f. ADDRESS OF PERSON PERFORMING CEREMONY *(Street and Number or Rural Route Number, City or Town, State, Zip Code)* ❺	

OFFICIANT (Civil Union)

This license authorizes the establishment of a civil union IN VERMONT ONLY of the above named parties by any person duly authorized to certify a civil union.

17a. I CERTIFY THAT THE ABOVE PERSONS ESTABLISHED A CIVIL UNION ON: *(Month, Day, Year)* DATE > ❶	17b. IN THE CITY OR TOWN OF ❷
17c. SIGNATURE OF OFFICIANT > ❸	
17d. NAME *(Type/Print)*	17e. TITLE ❹
17f. ADDRESS OF OFFICIANT *(Street and Number or Rural Route Number, City or Town, State, Zip Code)* ❺	

❶ **Block 17a**—Type or print the date you perform the marriage ceremony or certify the civil union. Be sure the date falls between the "VALID FROM _____ TO_____" dates (item 16d 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).

❷ **Block 17b**—Type or print the city or town where you perform the marriage ceremony or certify the union.

❸ **Blocks 17c & d**—Sign your name in 17c, and type or print your name in 17d.

❹ **Block 17e**—Type or print your title here (e.g., Justice, Minister, Rabbi, Priest).

❺ **Block 17f**—Type or print your address here.

Upon completion of the OFFICIANT section, return the certificate to the issuing town clerk (see 16b & c of the CERTIFICATION section). The law requires that the officiant return the certificate to the clerk **within 10 days** so the marriage or civil union 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

July 1, 2008

CHECKLIST

Before the Marriage or Civil Union:

_____ Are you legally authorized to perform a wedding or to certify a civil union in Vermont?

If you are a judge or justice, you must have taken the oath of office, and you must perform the wedding or certify the civil union 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 or civil union identified on the registration form you submitted to the Secretary of State. Your authority to solemnize that marriage or civil union 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 802-828-2148.

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 or a civil union?

_____ Do they have a valid Vermont marriage or civil union license?

_____ Will the certification date fall within the "VALID FROM _____ TO_____" dates? (See 16d of the CERTIFICATION section of the license.)

After the Marriage or Civil Union:

_____ Fill out the remaining items of the OFFICIANT section using a typewriter or pen with permanent black ink (17a - f).

_____ 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 16b & c). The certificate does not become a legal document until the town clerk has registered it. **Do not give the certificate to the couple.**