

GUIDELINES FOR COMPLETION OF MARRIAGE LICENSE BY OFFICIANT

- Marriage Licenses are to be filled out in BLACK or DARK ink only.
- It is your responsibility by state law to complete and sign the bottom portion of the license and promptly return the entire license by mail to the county recorder's office. The law states 15 days. A self-addressed envelope is provided for this purpose.
- It is your responsibility by state law to complete and sign the certificate, and give it to the couple following the wedding ceremony.
- It is your responsibility to obtain the witnesses' signatures on the license and certificate.
- It is your responsibility by state law to keep a record of all marriages you perform.
- Please note the parties do not sign the marriage license or the certificate.
- Please be sure to print legibly on the license.

Below is a sample of the bottom portion of the marriage license and how it is to be filled out. Please use it as a guideline and if you have any questions, feel free to call me at (816) 407-3554.

***Please note, where it requires the "County of", this should be the county in which the ceremony was performed.**

The couple is not recorded as married until the license is returned to the recorder's office from which issued.

Thank you in advance for your attention to these guidelines.

Marriage License Deputy
Clay County Recorder of Deeds
PO Box 238
Liberty, Missouri

STATE OF MISSOURI

***COUNTY OF (COUNTY WHERE CEREMONY WAS PERFORMED)**

This is to Certify, that the undersigned

____ (Name of Officiant) _____ did , at

____ (City name or location) _____ in said County, on the ____ (day) ____ day
of

____ (Month, Year) _____ unite in Marriage the above named persons
and

I further Certify that I am legally qualified under the Law of the State of Missouri to solemnize Marriages.

____ (Witness signature) _____

____ (Witness signature) _____

____ (Officiant Signature) _____

(SIGNATURE)

____ (TITLE) _____

OFFICIAL TITLE