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## Instructions for Marriage Officials

A Marriage License must be completed on the day of the wedding and returned to the Utah County Clerk/Auditor's office **no later than 30 days** after the ceremony at the address listed above. The following parts of the license will need to be completed by the officiant or in the officiant's presence. (Please refer to sample on the back of this page)

### Complete the following fields in the officiants section of the marriage license:

1. County in Utah where the marriage took place.
2. Day of the month the marriage took place on, not day of the week (ie 17th day).
3. Month the marriage took place.
4. Year the marriage took place.
5. City in which the marriage took place.
6. Title of officiant performing the marriage.
7. Rites/authority (religious or civil) that the marriage was officiated according to.
8. Signature of officiant that performed the marriage ceremony.
9. Printed name of officiant that performed the marriage ceremony.
10. Title of officiant performing the marriage.
11. Mailing address and phone number of officiant.
12. Signature of couple getting married.
13. Names/signatures of two witnesses over the age of 18 that witnessed the marriage ceremony.

**!!!VERY IMPORTANT!!!** *Marriage licenses will expire 30 days after the date of issue!* If a marriage ceremony is performed on day 31, the license is invalid and the couple will have to get married again with a valid license. Please look at the date of issue on the license to ensure that the marriage is being completed prior to the 30 day deadline.

If you find any mistakes on the top half of the license, please put a stickie note on the license with the corrections, but do not correct them on the license itself. If you make a mistake in filling out the license, please use correction tape instead of liquid white-out.

*No marriage may be officiated in the State of Utah without a license issued by a county clerk from a county within the State of Utah. All out of state licenses are invalid and cannot be officiated within state boundaries.*

Application Number

# Marriage License Sample Copy

## For Officials

STATE OF UTAH

To Any Person Legally Authorized to Solemnize Marriage, Greeting. You Are Hereby Authorized to Join in HOLY MATRIMONY

Mr. \_\_\_\_\_ of \_\_\_\_\_ in the County  
of \_\_\_\_\_ and State of \_\_\_\_\_ of the age of \_\_\_\_\_ years  
and M \_\_\_\_\_ of \_\_\_\_\_ in the County  
of \_\_\_\_\_ and State of \_\_\_\_\_ of the age of \_\_\_\_\_ years  
the \_\_\_\_\_ of said \_\_\_\_\_  
having given \_\_\_\_\_ assent to said Marriage

WITNESS my hand and official seal hereto affixed at my office in PROVO, UTAH  
this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
COUNTY CLERK

## Officiant Section

STATE OF UTAH, **1** } ss. I hereby certify that on the **2** day of **3**  
COUNTY OF \_\_\_\_\_ in the year of our Lord Two Thousand **4**  
at **5** in said County, I, the undersigned, a **6**  
did join in the Holy Bonds of Matrimony according to the Laws of this State.

\_\_\_\_\_ of the County of \_\_\_\_\_ State of \_\_\_\_\_ and  
\_\_\_\_\_ of the County of \_\_\_\_\_ State of \_\_\_\_\_  
The nature of the ceremony was according to the rites of **7** and  
was a present mutual agreement of marriage between the parties for all time.

WE WERE MARRIED AS STATED IN THIS LICENSE AND ARE NOW HUSBAND AND WIFE

Signed **12** } GROOM  
Signed \_\_\_\_\_ } BRIDE  
in the presence of **13** } WITNESS  
\_\_\_\_\_ } WITNESS

**8**  
SIGNATURE OF OFFICIAL  
**9** **10**  
PRINT OFFICIAL NAME TITLE  
**11**  
ADDRESS

**NOTICE!** The person solemnizing the marriage shall within 30 days thereafter return the license to the clerk of the county whence it issued, with a certificate of the marriage over his signature, giving the date and place of celebration and the names of two or more witnesses present at the marriage. For failure to make such return he shall be guilty of a misdemeanor. (Utah Code 30-1-11)