



Amelia Powers Gardner
Utah County Clerk/Auditor
111 S University Ave
Provo, UT 84601
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Fax (801) 343-8236
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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. Day of the month the marriage took place on, not day of the week (ie 17th day).
2. Month the marriage took place.
3. Year the marriage took place.
4. City in which the marriage took place.
5. County in Utah where the marriage took place.
6. Title of officiant performing the marriage.
7. Signature of officiant that performed the marriage ceremony.
8. Printed name of officiant that performed the marriage ceremony.
9. Title of officiant performing the marriage.
10. Mailing address and phone number of officiant.
11. Signature of Spouse 1.
12. Signature of Spouse 2.
13. Name/signatures of first Witness 1
14. Name/signatures of first Witness 2

!!!Important Note!! Both witnesses must be over the age of 18 at the time the ceremony is performed.

!!!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.

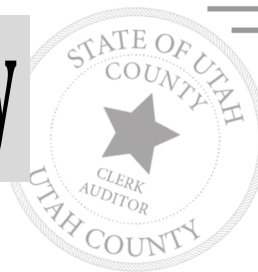
If you find any mistakes on the top half of the license, please put a stickie note on the license with the corrections, but do not correct them on the license itself. If you make a mistake in filling out the license, please use correction tape instead of liquid white-out.

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.

LIC No. _____

Marriage License Sample Copy

For Officiants



State of _____ County of Utah

To any person legally authorized to perform marriage, you are hereby authorized to join in matrimony

_____, of _____
in the county of _____ and state of _____
of the age of _____ years, and

_____, of _____
in the county of _____ and state of _____
of the age of _____ years.

Witness my hand and official seal here to affixed at my office in Provo, Utah

STATE OF UTAH }
COUNTY OF UTAH }

this _____ day of _____
_____ COUNTY CLERK

Officiant Section

I hereby certify that on the **1** day of **2** in the year of
two thousand **3** in the city of **4** in said county of
5, I, the undersigned, a **6** did join in
matrimony according to the laws of the State of Utah **name of spouse 1** and
name of spouse 2. The nature of the ceremony was according to Utah Law and was
a present mutual agreement of marriage between parties.

11

Signature of Spouse 1

12

Signature of Spouse 2

13

Name/Signature of Witness 1

14

Name/Signature of Witness 2

7

Signature of Officiant

8

Printed Name of Officiant

9

Officiant Title

10

Officiant Address & Phone Number

USE BLACK INK

TO THE MARRIAGE OFFICIANT: Please complete and sign the bottom of the official Marriage License and return to the Utah County Clerk's Office. The license must be returned within thirty (30) days. Failure to return this information within 30 days is a misdemeanor offense.

Date received by clerk: _____





Amelia Powers Gardner
Utah County Clerk/Auditor
111 S University Ave
Provo, UT 84601



Complete and Mail this Form Back with Completed Marriage License!!

Shipping Address to Send Paper Certified Copy To:	
Ship to Name:	
Mailing Address:	
City:	
State:	
Zipcode:	

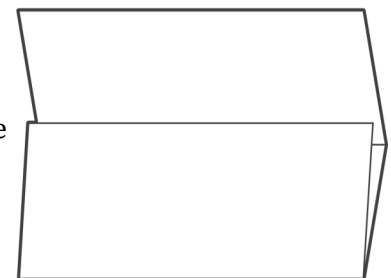
Email Address to send Digital Certified Copy To:	
Email Address:	

Please note the following when mailing the completed marriage license back to Utah County:

- Do not use an envelope smaller than a standard full size business envelope. (4 1/8" x 9 1/2" also known as a #10 or Com 10)
- Do not fold the license more than three times. The folded license should like the example to the right and easily fit into the envelope.
- Don't forget to add the correct amount of postage to the envelope and address it to the following:

Utah County Clerk/Auditor
Attn: Marriage Licenses
111 S University Ave
Provo, UT 84601

- You must send in the original copy of your marriage license with the original "wet ink" signatures of the officiant, witnesses, couple getting married.
- The original document is scanned and archived with the State of Utah for permanent retention. Copies of any kind (faxed, emailed, etc) cannot be accepted in place of the original license.
- Used or unused, the original license must be returned to the Utah County Clerk/Auditor within 30 days of the date the marriage date. Failure to return the license does constitute a misdemeanor offense.



Folded License Example