

Utah County Clerk  
111 S University Ave Provo,  
Utah 84601  
Phone: (801) 851-8109

**MARRIAGE OFFICIATOR  
LIMITED DESIGNATION**



This application is for individuals who would like to be designated by the Utah County Clerk to officiate marriage ceremonies for the general public for a specific event(s) or until a specific date. To become authorized to perform marriage ceremonies as a Utah County Clerk Designee within the State of Utah, **applicants must provide a government issued photo ID and evidence that the wedding they intend to perform will take place within the State of Utah.**

**DESIGNEE INFORMATION**

1. \_\_\_\_\_  
Designee's First Name                      Middle Name                      Last Name                      Date of Birth

2. \_\_\_\_\_                      3. \_\_\_\_\_  
Phone Number                      Email Address

4. \_\_\_\_\_  
Mailing Address                      City & State                      Zip Code

Your name and contact information will not be made publicly available, though it may be subject to a request for public information under the Government Records and Management Act (GRAMA).

**DURATION OF DESIGNATION**

This designation will be for a specific ceremony (or ceremonies) and/or for a limited duration. This designation will automatically terminate upon the later of (1) the completion of the ceremony or ceremonies listed or (2) the date specified

<b>SPOUSE 1</b>	<b>SPOUSE 2</b>	<b>LICENSE # (if known)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OR DATE:** \_\_\_\_\_ (if performing several ceremonies on the same day).

**STATEMENT OF UNDERSTANDING AND INTENT (read and initial acknowledgement)**

I request to be appointed an official Designee of the Utah County Clerk in order to perform marriage ceremonies in the State of Utah per Utah Code Ann. 17-20-4. I hereby witness and acknowledge that I will abide by the laws of the State of Utah in administering the duties of a Designee and agree to the responsibilities and requirements of a Designee, including:

1. I acknowledge that my appointment as a Designee does not make me an employee of the Utah County Clerk's office, nor does it establish an employment or contractor relationship with Utah County. **INITIAL HERE** \_\_\_\_\_
2. I am 18 years of age or older. **INITIAL HERE** \_\_\_\_\_
3. I understand that my authority to perform marriage ceremonies extends only within the borders of the State of Utah, and that I am not authorized under Utah State Code to officiate in wedding ceremonies outside of the State of Utah. **INITIAL HERE** \_\_\_\_\_
4. I understand that my authority to perform marriage ceremonies is limited to only those marriages or date listed in the above section titled "Duration of Designation". Once those marriages are complete or the date listed has passed, my authority will expire and I will no longer be authorized as a Designee of the Utah County Clerk. **INITIAL HERE** \_\_\_\_\_
5. I agree to negotiate and manage any compensation for my services. I agree that I will establish a consistent fee schedule for any service I provide as a Designee, and that my fee schedule will not discriminate or provide preferential pricing on the basis of any characteristic protected under the law. **INITIAL HERE** \_\_\_\_\_

6. I understand and agree to abide by the Utah State Code governing marriage, including the following provisions:
  - A. I will perform marriage ceremonies for which a legal marriage license has been issued in the State of Utah. I will not refuse to officiate a marriage ceremony on the basis of any characteristic protected under the law.
  - B. A marriage license is only valid within thirty (30) days of issuance. After thirty (30) days, the license must be returned and reissued.
  - C. A ceremony must have two witnesses (18 years of age or older) that are present to attest to the marriage. These witnesses must be someone other than the officiator and the couple, and must sign the license.
  - D. I will ensure that the official marriage license is filled out accurately and completely, including all necessary signatures. I will enter my title as "Utah County Clerk Designee" on the marriage license.
  - E. I will return the official license to the issuing County Clerk's office within thirty (30) days of the ceremony. Failure to do so may result in my being charged with a crime under Utah Code Ann. 30-1-11. **INITIAL HERE** \_\_\_\_\_
7. I will provide a marriage ceremony that affords each party the opportunity to affirm their willingness to enter into a marriage commitment. Note that the couple may provide their own wording, as long as it includes a statement of their voluntary entry into a marriage commitment with their spouse. A sample of such wording is as follows: **INITIAL HERE** \_\_\_\_\_
 

DESIGNEE: (Spouse 1), do you take (Spouse 2) to be your lawfully wedded (husband/wife/spouse)?

SPOUSE 1: (Required to answer in the affirmative.)

DESIGNEE: (Spouse 2), do you take (Spouse 1) to be your lawfully wedded (husband/wife/spouse)?

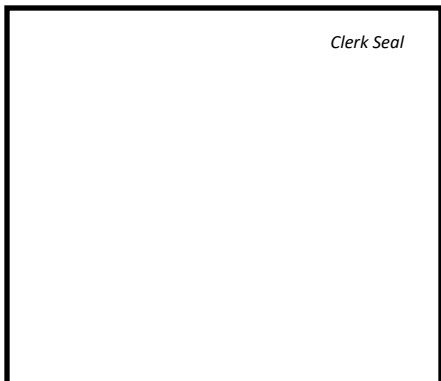
SPOUSE 2: (Required to answer in the affirmative.)

DESIGNEE: By virtue of the authority vested in me through the laws of the State of Utah, I now pronounce you (Spouse 1) and (Spouse 2) legally married.
8. I agree and promise to indemnify and hold harmless Utah County, its officers, agents, officials, employees, and volunteers, and release them for and from any liability, costs or expenses arising from any action, causes of action, claims for relief, demands, damages, expenses, costs, fees, or compensation, whether or not said actions, causes of action, claims for relief, demands, damages, costs, fees, expenses and/or compensations are known or unknown, are in law or equity, and without limitation, all claims of relief which can be set forth through a complaint or otherwise that may arise out of the acts or omissions, negligent or otherwise of the Designee, or marriage parties. **INITIAL HERE** \_\_\_\_\_
9. I acknowledge that my appointment as Designee may be terminated at any time by either party for no cause with 30 days written notice, or at any time for any material breach of this agreement by either party. **INITIAL HERE** \_\_\_\_\_
10. I agree to notify the Utah County Clerk's office of any change in contact information during my term as a Designee. **INITIAL HERE** \_\_\_\_\_

\_\_\_\_\_  
 Signature Printed Name Date

**DESIGNATION BY THE UTAH COUNTY CLERK**

As granted in Utah Code Ann. 17-20-4, the Utah County Clerk hereby names and appoints \_\_\_\_\_ as an official Designee to perform marriages in accordance with Utah State Code. The authority to act as a Designee is limited to only those marriages listed or date identified in section titled "Duration of Designation". This authority is automatically rescinded upon completion of the listed marriages or expiration of the listed date.



\_\_\_\_\_  
 Clerk Signature  County Clerk  Deputy Clerk

\_\_\_\_\_  
 Date