

**Celebrant Instructions for
Completing, Signing, and Returning a
Marriage License**

- Use **BLACK INK ONLY** when completing the document.
- Type or Print legibly all information.
- Complete the following:
 - Section 24 – the date of the marriage
 - Section 25 – the place of the marriage
 - Section 26 – type of ceremony (religious or civil)
 - Section 27 – Signature
 - Title of officiant
 - City or county where authorized to perform marriage
 - Year of authorization
 - Officiant's name and address
- Complete both copies and return them within five days to the Clerk of Court that issued the marriage license. The name and address of the Court that issued the marriage license should be written in the left hand margin of most marriage licenses.