



Marion County
OREGON
COUNTY CLERK

COUNTY CLERK

Bill Burgess

Voice (503) 588-5225
E-Mail: Bburgess@co.marion.or.us
Website: <http://clerk.co.marion.or.us>

ELECTIONS

Voice (503) 588-5041
1-800-655-5388
TTY/TTD: 1-800-735-2900
FAX: (503) 588-5383
E-Mail: elections@co.marion.or.us

RECORDING

Voice (503) 588-5225
FAX: (503) 373-4408
E-Mail: clerksoffice@co.marion.or.us

RECORDS MANAGEMENT

Voice (503) 588-5490

**BOARD OF PROPERTY
TAX APPEALS**

Voice (503) 588-3578
FAX: (503) 373-4408
E-Mail: bopta@co.marion.or.us

NOTICE TO OFFICIANT PERFORMING WEDDING CEREMONY

Here are some quick facts on how to ensure prompt and accurate delivery of the marriage license:

Registering with the County Clerk is no longer required

The marriage license is the legal sized document with the signatures from both parties and the deputy clerk. The decorative certificate is not a legal document.

Fill out the ceremony portion of the license **COMPLETELY:**

- Incomplete licenses cannot be processed
- Do not forget to **SIGN** the license
- Complete 31c and provide a **PHONE NUMBER**
- Use black or blue ink only
- Print legibly and clearly
- Information is filled in below the title of each line.
- **PRINT** witness names – they **DO NOT SIGN** the license
- Do not alter any information on lines 1 through 24
- Do not fill out affidavit of age (lines 23 and 24)
- Mail the complete license within 5 days of the ceremony
- Ceremony date **CANNOT** be before effective date listed at the top of the license

Delays may occur if you do not complete the license accurately and may require the entire document to be redone. This will lead to delays issuing the certified marriage license to the newly married couple!

You, as the officiant, are required to assist with any errors and corrections!

If you have any questions, please call us at 503-588-5226.