



Marion County

OREGON

COUNTY CLERK

COUNTY CLERK

Bill Burgess

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ELECTIONS OFFICE

Voice (503) 588-5041
1-800-655-5388
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E-Mail: elections@co.marion.or.us

555 COURT STREET

RECORDING

Voice (503) 588-5225
FAX: (503) 373-4408
E-Mail: recording@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 original signatures from both parties and the clerk. The decorative certificate is not a legal document.

Complete the following on the marriage license:

- Fill out the CEREMONY portion only (lines 30a thru 33)
- 31c and 31 d must be filled out completely
- 31 d **MUST** have a physical address – no PO Boxes
- Providing a PO Box will delay the process
- 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 10 days of the ceremony

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.