



## INSTRUCTIONS TO OFFICIANTS

This memo is to advise you of your responsibilities to correctly complete your portion of the marriage license.

1. Use black ink only.
2. In the ceremony section, read each question and answer completely.
3. Print legibly or type.
4. Have witnesses **print** their names inside box #32 and box #33.
5. Return the license to the county from which it was purchased within **5 days** of the ceremony. A return envelope is provided in the marriage packet if the license was purchased in Lane County.

Please pay special attention to boxes 31c and 31d.

- 31c requires your **complete name, complete address** and **telephone number**.
- 31d requires the **complete name** and **complete street address** of the organization that granted you the authority to perform marriage ceremonies

It is very important that your sections be complete and correct. Otherwise, the registration of the marriage license may be delayed or unacceptable to the State of Oregon.

Thank you for your attention to these details. If you have any questions, please call the Lane County Marriage License section at 541-682-3653.