



**Benton
County**

**RECORDS & ELECTIONS
DEPARTMENT**

Records & Licenses Division

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**OFFICIANT INSTRUCTIONS
FOR THE MARRIAGE LICENSE PROCESS**

As the person that performs the marriage ceremony, it is your responsibility to complete or ensure the completion of the following:

- **Line 30a: Month, Day, Year** of the marriage ceremony (**full name of the month and not use a number or an abbreviation to designate the month.**)
- **Line 30b: Where Married** - City, Town / Location (Must be in Oregon)
- **Line 30c: County** - (e.g. Benton, Lane, Linn, Polk, Marion, Lincoln, etc.)
- **Line 31a: Signature** of officiant/person performing the marriage ceremony.
- **Line 31b: Title** of the officiant/person performing the marriage ceremony.
- **Line 31c: Officiant Information**
 - **Name** (type/print) of the officiant/person performing the ceremony.
 - **Address and Phone Number** - of the officiant/person performing the marriage ceremony.
- **Line 31d: Name** - of the officiant's (person performing the marriage ceremony) **religious congregation/organization** which grants the officiant the authority to perform marriage ceremonies.
- **Line 32: Witness Name** - Legibly print or type the full name of a person that witnessed the marriage ceremony and signed the Marriage Certificate.
- **Line 33: Witness Name** - Legibly print or type the full name of a person that witnessed the marriage ceremony and signed the Marriage Certificate.
 - **Please Note:** The two persons identified on **Lines 32** and **33**, must witness the marriage ceremony performed by the officiant.

Following the ceremony, it is the Officiant who is responsible for the safe return of the original Marriage License document. The completed Application, License and Record of Marriage must be returned to our office no later than 5 days after the marriage ceremony. A pre-addressed envelope is provided for your convenience.