

IMPORTANT NOTICE TO OFFICIANT

NOTE: The marriage license contains **two** dates. A marriage ceremony **may not** be performed before the **effective** date nor after the **expiration** date. Both of the dates are located in the upper right hand corner of the marriage license.

HOW TO FILL IN THE LICENSE AND RECORD OF MARRIAGE

As the ordained officiant performing the marriage ceremony, it is **your responsibility** to complete **all** of the required information in lines 30a through 33, and then return the Marriage License to our office **within 5 days** after the ceremony has been performed. A pre-addressed envelope is provided for your use, or you may submit the completed document to our office in person.

All of the following sections must be filled in **correctly** and **legibly** in **black ink**:

- Line 30a: Month/Day/Year of ceremony
- Line 30b: Where married – City, Town, or Location (must be in Oregon)
- Line 30c: Where married – County (must be in Oregon)
- Line 31a: Signature of person performing ceremony
- Line 31b: Print your Title (i.e., Reverend, Pastor, Minister, Judge, Officiant, etc.)
- Line 31c: Name, address (PO Box is acceptable), and phone number of person performing ceremony
- Line 31d: All officiants must enter the name of the religious or secular congregation or organization that ordained or authorized the officiant. Please be aware that the congregation/organization must be active or still in existence.
- Line 32 & 33: Print the names of the two adult witnesses.

Please be aware that if any of the above information is missing, blank, or incomplete, our office will be unable to place the record on file.

30a. Date of marriage:	30b. Where married (<i>city, town or location</i>):	30c. County: <div style="text-align: right; font-weight: bold; font-size: 1.2em;">OREGON</div>
31a. I certify that the above named persons were married on the date listed above (30a). Signature of person performing ceremony (<i>officiant</i>):		31b. Title:
SAMPLE		
31c. Officiant (<i>person performing ceremony</i>):		
Name:	Phone:	
Address:	City, State, ZIP:	
31d. Name of authorizing religious or secular congregation/organization of officiant:		
32. Witness name (<i>print</i>):	33. Witness name (<i>print</i>):	

By Mail:
 Multnomah County
 Division of Assessment, Recording & Taxation
 Attn: Marriage License/Customer Service
 PO Box 2716
 Portland OR 97208-2716

In Person:
 The Multnomah Building
 (corner of SE Hawthorne and Grand)
 501 SE Hawthorne Blvd #175
 Portland, OR 97214
 (503) 988-3326