

**INSTRUCTIONS FOR COUPLES
FOR COMPLETING AND FILING THE
APPLICATION, LICENSE, AND RECORD OF MARRIAGE**

Center for Health Statistics
Public Health Division
Oregon Health Authority

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General Information

The Application, License, and Record of Marriage is a legal form. The form should be typed or printed legibly in black or dark blue ink and should not be altered. **All sections of the form need to be completed unless otherwise specified in the instructions.**

County Clerks:

When issuing the license, make sure all signatures in Items 25, 26, and 28 are complete. Upon return of the license from the marriage officiant, review all entries about the marriage ceremony and register the marriage. Be sure to sign and date the marriage form (Items 34 and 35). Every issuing official must send the original form to the Center for Health Statistics within fifteen days of receipt (twice a month).

Amending Application, License, and Record of Marriage Form If the county amends the marriage record, a copy of the amended form must be forwarded to the Center for Health Statistics with a letter identifying the changes and asking that a similar amendment be completed by the state.

INSTRUCTIONS FOR COMPLETING THE APPLICATION, LICENSE AND RECORD OF MARRIAGE FORM

ON THE TOP PORTION OF THE MARRIAGE RECORD:

County Clerk: Enter the Local File Number in the space provided.

DO NOT write or mark in the space provided for the State File Number. This space is for state use only.

LOCAL OFFICIAL SECTION

Enter the county issuing the license.

Enter the dates (Month, Day, and Year) during which the marriage license can be used ("License Effective" and "License Expires").

Note: A marriage ceremony **may not be performed before the "License effective on or after" date or after the "License expires" date.** There is a **three-day waiting period** after the date the license was issued. See [ORS 106.077](#) for information on waiving this waiting period.

If the three-day waiting period is waived, the county clerk must check the WAIVER BOX to the left of the License to Marry section.

A marriage performed **outside the time frame** provided by these two dates will be invalid. The couple will have to procure another license and be remarried.

UPPER PORTION OF THE MARRIAGE LICENSE AND CERTIFICATE:

The upper portion of the marriage record contains the items required for identification of the individuals to whom the marriage license is being issued; when and by whom the license to marry was issued; and when, where and by whom the marriage was performed. These are the items of information usually furnished to establish the fact of marriage.

PARTY A CHECK ONE (*Groom, Bride, or Spouse*)

Use of a title is optional.

ITEM 1 CURRENT LEGAL NAME (*First, Middle, Last*)

Type or print the **current** and **legal** first, middle, and last names of Party A. Do not abbreviate. Do not use nicknames.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

FULL LEGAL NAME at birth (*if different*)

Type or print the full **legal** first, middle, and last names at birth if different from current legal name.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

PREVIOUS FULL NAME (*if different*) The full name of Party A (along with the full name of the Party B) is needed to identify the individuals to be married.

ITEM 2 BIRTHPLACE (State or Foreign Country)

If Party A was born in the United States, enter the name of the state.

If Party A was born in a foreign country or a U.S. territory, enter the name of the country or territory.

If Party A was born in the United States but the state is unknown, enter "U.S. – unknown."

If Party A was born in a foreign country but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown."

Birthplace is an aid in identification. It has been used in studies that describe differences in marriage patterns between native and foreign-born persons and among persons born in different states. It may be used to analyze migration and the effect of migration on marriage. This information is also used in genealogical purposes.

ITEM 3 DATE OF BIRTH (Month, Day, Year)

Enter the exact month, day, and year that Party A was born.

Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.

Date of birth is used for identification and to calculate the exact age of Party A.

ITEM 4 AGE

Enter Party A's exact age in years on their last birthday. Party A must be 18 or older.

Age is used by the local licensing authority to determine whether or not the individuals are of legal age for marriage according to State law. Age is also used to describe and analyze differences in marriage patterns of parties along with race, geographic area, and other characteristics. Having both age and date of birth on the record increases the accuracy of the information.

ITEM 5 SEX

Type or print the sex ("Male," "Female," or "X") of Party A.

ITEM 6 OCCUPATION

Enter the occupation of Party A at the time of entering into this marriage. The occupation may be a source of income, livelihood, or vocation. Student, Unemployed, or Retired are acceptable as occupations.

ITEM 7 PREVIOUS MARITAL STATUS

Type or print Party A's marital status prior to the current marriage ("Single," "Widowed," or "Divorced").

ITEM 8a PARTY A's CURRENT ADDRESS (Street and Number, City or Town, State/Country, and Zip)

Enter full current address (Number and Street, City, State, Country, and Zip Code). Do not use a mailing address.

ITEM 8b COUNTY OF RESIDENCE

Enter current county of residence.

This item may be left BLANK if residing outside the U.S.

Party A's residence is the place where their household is located. The city, county, and state entered should be that of the place where Party A actually lives. Never enter a temporary residence, such as one used during a visit, business trip, or vacation. However, place of residence during a tour of military duty or during attendance at college is not considered temporary and should be entered on the certificate as Party A's place of residence.

Party A's residence is used for identification and refers to the place regarded as home up to the time of marriage. It provides the basis for determining the marriage rate for residents of particular areas and for comparing place of marriage with place of residence.

ITEM 9 PARTY A's LEGAL NAME TAKEN AFTER MARRIAGE (First, Middle, Last)

Under current [ORS 106.220](#), Party A may retain their last name, or change their last name to the last name of Party B; or change their name to the last name or a combination of their and Party B's last names, or names within the last names, of either or both parties, with or without hyphens. If Party A changes the last name, Party A may also change or add to their middle name the name that was their last name prior to the marriage. (See the [statute](#) for more details.)

[If Party A wishes to change their last name to a name not authorized under ORS 106.220(1) (outlined above), they must obtain a court order of name change pursuant to [ORS 33.410](#).]

ITEM 10a FATHER'S/PARENT'S NAME**(First, Middle, Last Name at Birth)**

Type or print the first, middle, and last names of the father/parent of Party A. The last name should be the legal surname prior to the father's/parent's first marriage, which is generally the last name on the father's/parent's birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

If the father/parent is married, widowed, or divorced, be sure to enter the father's/parent's last name at birth, not a last name acquired by marriage. The father's/parent's name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish Party A's parentage and to provide information for genealogical purposes.

ITEM 10b BIRTHPLACE (State or Foreign Country) of Party A's Father/Parent

If the father/parent of Party A was born in the United States, enter the name of the state.

If the father/parent was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the father/parent was born in the United States but the state is unknown, enter "U.S. – unknown."

If the father/parent was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown."

The birthplace of parents is used for identification and genealogical purposes.

**ITEM 11a MOTHER'S/PARENT'S NAME
(First, Middle, Last Name at Birth)**

Type or print the first, middle, and last names of the mother/parent of Party A. The last name should be the legal surname prior to the mother's/parent's first marriage, which is generally the last name on the mother's/parent's birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

If the mother/parent is married, widowed, or divorced, be sure to enter the mother's/parent's last name at birth, not a last name acquired by marriage. The mother's/parent's name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish Party A's parentage and to provide information for genealogical purposes.

**ITEM 11b BIRTHPLACE (State or Foreign Country) of
Party A's Mother/Parent**

If the mother/parent of Party A was born in the United States, enter the name of the state.

If the mother/parent was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the mother/parent was born in the United States but the state is unknown, enter "U.S. – Unknown."

If the mother/parent was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown."

The birthplace of parents is used for identification and genealogical purposes.

PARTY B CHECK ONE (*Groom, Bride, or Spouse*)

Use of a title is optional.

ITEM 12 CURRENT LEGAL NAME (*First, Middle, Last*)

Type or print the **current** and **legal** first, middle, and last names of Party A. Do not abbreviate. Do not use nicknames.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

FULL LEGAL NAME at birth (*if different*)

Type or print the full **legal** first, middle, and last names at birth if different from current legal name.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

PREVIOUS FULL NAME (*if different*) The full name of Party A (along with the full name of the Party B) is needed to identify the individuals to be married.

ITEM 13 BIRTHPLACE (State or Foreign Country) – Party B

If Party B was born in the United States, enter the name of the state.

If Party B was born in a foreign country or a U.S. territory, enter the name of the country or territory.

If Party B was born in the United States but the state is unknown, enter "U.S. – unknown."

If Party B was born in a foreign country but the country is unknown, enter "Foreign – unknown." If no information is available regarding place of birth, enter "Unknown."

Birthplace is an aid in identification. It has been used in studies that describe differences in marriage patterns between native and foreign-born persons and among persons born in different states. It may be used to analyze migration and the effect of migration on marriage. This information is also used in genealogical purposes.

ITEM 14 DATE OF BIRTH (Month, Day, Year)

Enter the exact month, day, and year that Party B was born.

Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.

Date of birth is used for identification and to calculate the exact age of Party B.

ITEM 15 AGE

Enter Party B's exact age in years on their last birthday. Party B must be 18 or older.

Age is used by the local licensing authority to determine whether or not the individuals are of legal age for marriage according to State law. Age is also used to describe and analyze differences in marriage patterns of parties along with race, geographic area, and other characteristics. Having both age and date of birth on the record increases the accuracy of the information.

ITEM 16 SEX

Type or print the sex ("Male", "Female," or "X") of Party B.

ITEM 17 OCCUPATION

Enter the occupation of Party B at the time of entering into this marriage. The occupation may be a source of income, livelihood, or vocation. Student, Unemployed, or Retired are acceptable as occupations.

ITEM 18 PREVIOUS MARITAL STATUS

Type or print Party B's marital status prior to the current marriage ("Single," "Widowed," or "Divorced").

ITEM 19a PARTY B's CURRENT ADDRESS (Street and Number, City or Town, State/Country, and Zip)

Enter full current address (Number and Street, City, State, Country, and Zip Code). Do not use a mailing address.

ITEM 19b COUNTY OF RESIDENCE

Enter current county of residence.

This item may be left BLANK if residing outside the U.S.

Party B's residence is the place where their household is located. The city, county, and state entered should be that of the place where Party B actually lives. Never enter a temporary residence, such as one used during a visit, business trip, or vacation. However, place of residence during a tour of military duty or during attendance at college is not considered temporary and should be entered on the certificate as Party B's place of residence.

Party B's residence is used for identification and refers to the place regarded as home up to the time of marriage. It provides the basis for determining the marriage rate for residents of particular areas and for comparing place of marriage with place of residence.

**ITEM 20 PARTY B's LEGAL NAME TAKEN AFTER MARRIAGE
(First, Middle, Last)**

Under current [ORS 106.220](#), Party B may retain their last name, or change their last name to the last name of Party A; or change their name to the last name or a combination of their and Party A's last names, or names within the last names, of either or both parties, with or without hyphens. If Party B changes the last name, Party B may also change or add to their middle name the name that was their last name prior to the marriage. (See the [statute](#) for more details.)

[If Party B wishes to change their last name to a name not authorized under ORS 106.220(1) (outlined above), they must obtain a court order of name change pursuant to [ORS 33.410](#).].

**ITEM 21a FATHER'S/PARENT'S NAME
(First, Middle, Last Name at Birth)**

Type or print the first, middle, and last names of the father/parent of Party B. The last name should be the legal surname prior to the father's/parent's first marriage, which is generally the last name on the father's/parent's birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

If the father/parent is married, widowed, or divorced, be sure to enter the father's/parent's last name at birth, not a last name acquired by marriage. The father's/parent's name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish Party B's parentage and to provide information for genealogical purposes.

ITEM 21b BIRTHPLACE (State or Foreign Country) of Party B's Father/Parent

If the father/parent of Party B was born in the United States, enter the name of the state.

If the father/parent was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the father/parent was born in the United States but the state is unknown, enter "U.S. – unknown."

If the father/parent was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown."

The birthplace of parents is used for identification and genealogical purposes.

ITEM 22a MOTHER'S/PARENT'S NAME (First, Middle, Last Name at Birth)

Type or print the first, middle, and last names of the mother/parent of Party.

B. The last name should be the legal surname prior to the mother's/parent's first marriage, which is generally the last name on the mother's/parent's birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

If the mother/parent is married, widowed, or divorced, be

sure to enter the mother's/parent's last name at birth, not a last name acquired by marriage. The mother's/parent's name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish Party B's parentage and to provide information for genealogical purposes.

ITEM 22b BIRTHPLACE (State or Foreign Country) of Party B's Mother/Parent

If the mother/parent of Party B was born in the United States, enter the name of the state.

If the mother/parent was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the mother/parent was born in the United States but the state is unknown, enter "U.S. – Unknown."

If the mother/parent was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown."

The birthplace of parents is used for identification and genealogical purposes.

ITEM 23 AFFIDAVIT OF AGE (if required) – PARTY A

Complete this section ONLY if requested by the county clerk, otherwise leave blank. If the county clerk asks you provide a witness to attest that Party A is 18 years of age or older, then this section will need to be completed. Type or print the Name and Address of the Affiant (the person providing the affidavit of proof of Party A's age) if an affidavit of age is provided.

ITEM 24 AFFIDAVIT OF AGE (if required) – PARTY B

Complete this section ONLY if requested by the county clerk, otherwise leave blank. If the county clerk asks you provide a witness to attest that Party B is 18 years of age or older, then this section will need to be completed. Type or print the Name and Address of the Affiant (the person providing the affidavit of proof of Party B's age) if an affidavit of age is provided.

SIGNATURES OF PARTIES

ITEM 25 PARTY A's LEGAL SIGNATURE and DATE

Party A must sign their full legal name and date signed in black or dark blue ink.

ITEM 26 PARTY B LEGAL SIGNATURE and DATE

Party B must sign their full legal name and date signed in black or dark blue ink.

The signatures are legal items attesting that the information provided is correct and each party is entitled to marry under the laws of Oregon. The use of dark ink ensures that the signatures will be legible on images of the record.

Party A and Party B, don't forget ITEMS 36-41 at the end of the form!

ITEMS 27-29 TO BE COMPLETED BY THE COUNTY CLERK ISSUING THE LICENSE

ITEMS 30-33 TO BE COMPLETED BY THE OFFICIANT (PERSON PERFORMING THE CEREMONY)

ITEM 30a DATE OF MARRIAGE

Enter the full name of the month – January, February, March, etc.

Do not use a number or abbreviation to designate the month.

The date of marriage MUST fall within the “License Effective” and “License Expires” dates. See Notes on these dates in the Instructions for the top portion of the form.

This is a legal item showing when the marriage actually occurred. The date of the marriage is important for legal rights and responsibilities. It is also used to confirm that the license was valid at the time of the ceremony.

The date of marriage is used statistically to count the number of marriages that occur during a specified period of time. It may be used in combination with other items on the certificate for analysis of marriage trends and characteristics.

ITEM 30b WHERE MARRIED – CITY, TOWN OR LOCATION

Enter the name of the city, town, or location **in Oregon** where the marriage ceremony took place.

ITEM 30c COUNTY

Enter the name of the county **in Oregon** where the marriage ceremony took place.

Do not leave this box blank. If you do, it may delay the registration of the paperwork.

This is a legal item that establishes whether the marriage was performed within Oregon. It may also be used for statistical analysis of marriage by place of occurrence.

**ITEM 31a SIGNATURE OF PERSON PERFORMING CEREMONY
(OFFICIANT)**

ITEM 31b TITLE

Type or print the title of the officiant. The term "officiant" is usually a role and not an official title; however, if the authorizing organization designates Officiant as the true title of persons authorized to perform weddings, this title may be used.

**ITEM 31c PRINT NAME, ADDRESS, AND PHONE NUMBER OF
OFFICIANT (PERSON PERFORMING CEREMONY)**

Type or print the full name, mailing address, and phone number of the person performing the marriage ceremony.

This information is used if there is a need to contact the officiant regarding the record.

**ITEM 31d NAME OF AUTHORIZING RELIGIOUS OR SECULAR
CONGREGATION/ORGANIZATION OF OFFICIANT**

Type or print the full name of the organization (religious, secular or civil) of the person performing the marriage ceremony. The organization must be in existence at the time the marriage is solemnized.

ITEM 32-33 WITNESS NAME (PRINT)

The names of the two witnesses to the ceremony should be printed in these spaces.

**ITEMS 34-35 TO BE COMPLETED BY COUNTY OFFICIAL UPON
RETURN OF APPLICATION, LICENSE AND RECORD OF MARRIAGE**

ITEM 34 SIGNATURE OF COUNTY OFFICIAL

The county clerk or other official responsible for accepting the record at the county should sign their full name in permanent black ink.

**ITEM 35 DATE FILED BY COUNTY OFFICIAL
(Month, Day, Year)**

The local official should enter the exact month, day, and year that the marriage certificate was filed.

The signature of the local official and the date filed are legally required items that authenticate the certificate and prove that the certificate was properly filed within the time period specified by law.

**ORS 432.010 REQUIRED STATISTICAL INFORMATION:
THE INFORMATION BELOW WILL NOT APPEAR ON THE
CERTIFIED COPIES OF THE RECORD.**

[ORS 106.041](#) requires each applicant's Social Security Number to be collected in a confidential portion of the record.

ITEM 36 PARTY A's SOCIAL SECURITY NUMBER

Type or print the Social Security number, or enter "None" or "Unknown" or "Refused."

ITEM 37 PARTY B's SOCIAL SECURITY NUMBER

Type or print the Social Security number, or enter "None" or "Unknown" or "Refused."

STATISTICAL PORTION

The lower portion of the form contains statistical information which is not included in certified copies. This information (items 38 through 41b) is used for a wide range of research purposes.

Enter "**REFUSED**" in each item that is not completed.

**ITEM 38 NUMBER OF THIS MARRIAGE
(First, Second, etc., specify)**

**ITEM 38a PARTY A
ITEM 38b PARTY B**

Enter the number of this marriage for Party A and for Party B.
If they have never been married prior to this marriage, enter "First."

If they have been married prior to this marriage, enter the number of this marriage – “Second,” “Third,” etc.

This information is used to study how population growth and childbearing patterns are affected by disruption and resumption of marriage and to examine the trend of marriages by previous marital history. This answer has been shown to be related to age at marriage, stability of the marriage, and fertility of the couple.

ITEM 39 IF PREVIOUSLY MARRIED, THE DATE AND REASON LAST MARRIAGE ENDED

ITEM 39a BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (SPECIFY BELOW) – PARTY A

If Party A was previously married, enter death, dissolution, divorce, or annulment to describe the manner in which the last marriage ended. If never previously married, enter “Never Married.”

ITEM 39b DATE (Month, Day Year)

Enter the exact month, day, and year that Party A’s last marriage (in ITEM 39a) ended. You may use the alphabetical abbreviation for the month. Do not use a number to designate the month.

Specify the date of the death of a previous spouse or the date when the last dissolution, divorce, or annulment became final. If Party A was never previously married, leave this item blank.

ITEM 39c BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (SPECIFY BELOW) – PARTY B

If Party B was previously married, enter death, dissolution, divorce, or annulment to describe the manner in which the last marriage ended. If never previously married, enter “Never Married.”

ITEM 39d DATE (Month, Day, Year)

Enter the exact month, day, and year that Party B's last marriage (in ITEM 39a) ended. You may use the alphabetical abbreviation for the month. Do not use a number to designate the month.

Specify the date of the death of a previous spouse or the date when the last divorce, dissolution, or annulment became final. If Party B was never previously married, leave this item blank.

Information from items 39a-d permits the study of the interval between the date of remarriage and the date of dissolution of the last marriage, by type of dissolution. It is used for constructing marriage "life tables," which show the likelihood of widowhood, divorce, and remarriage after a given age. It is also used for planning by the Social Security Administration, by pension funds, and by the county clerk for determining whether the parties are free to marry.

ITEM 40 RACE (American Indian, Black, White, etc.) OPTIONAL**ITEM 40a PARTY A****ITEM 40b PARTY B**

Enter the race of both Party A and Party B.

For Asians and Pacific Islanders, enter the national origin, such as Chinese, Japanese, Korean, Filipino, or Hawaiian.

If Party A or Party B is of multiple races, enter the races or origins.

Race is essential in producing marriage data for minority groups. It is used to study marriage patterns and childbearing experience for racial groups. Race is an important variable in studies of population growth and family formation. Marriage data by race are needed to ensure that all racial groups are adequately represented in detailed studies of family formation.

ITEM 41 EDUCATION: HIGHEST GRADE COMPLETED
Elementary/Secondary (0-12) or College (1-4 or 5+)

ITEM 41a PARTY A

ITEM 41b PARTY B

Enter the highest number of years of regular schooling completed by Party A and by Party B in either the space for elementary/secondary school or the space for college. An entry should be made in only one of the spaces for each party. The other space should be left blank. Report only those years of school that were completed.

A person who enrolls in college but does not complete one full year should not be identified with any college education in this item.

Count formal schooling only. Do not include beauty, barber, trade, business, technical, or other special schools when determining the highest grade completed.

Education is an indicator of socioeconomic status and is used in combination with other items on the certificate to measure patterns and differences.