

**INSTRUCTIONS FOR OFFICIANTS
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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Effective January 01, 2026
Revised 01/12/2026



The license contains 2 important dates, located at the top of the form:

1. A marriage ceremony may not be performed **before** the "License Effective On or **After**" date, which is three (3) days after the date on which the license was issued by the county clerk unless the waiting period is waived.
2. A marriage ceremony may not be performed **after** the "License Expires (Month, Day, Year)" date, which is sixty (60) days after the "License Effective" date.

A marriage performed outside the time frame provided by these two dates will not be considered **valid**. The couple will have to procure another license and be remarried.

It is your responsibility, as the person performing the marriage ceremony, to complete the information in Items 30 – 33 on the Application, License, and Record of Marriage form. A person solemnizing a marriage shall, within 5 days after the marriage ceremony, complete the original application, license and record of marriage form and deliver the form to the county clerk who issued the marriage license. The person solemnizing the marriage should keep a copy of the Application, License, and Record of Marriage form.

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.

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 the 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.

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 THE 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. **Witness signatures are not necessary.**

OREGON REVISED STATUTES

To reference the Oregon Revised Statutes (Chapter 106), visit the Oregon State Legislature website here:

https://www.oregonlegislature.gov/bills_laws/ors/ors106.html

These laws concern officiants and who may perform a marriage and the filing of the marriage record.