



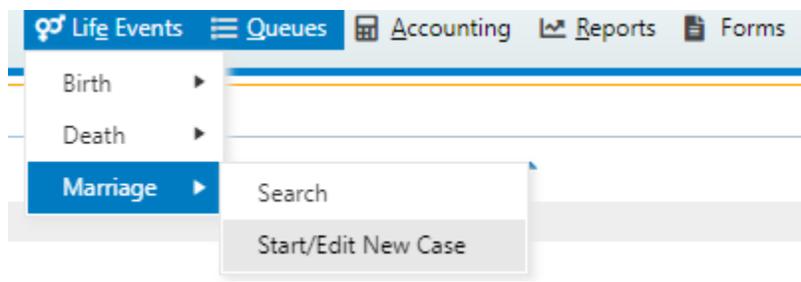
How to Create a Marriage Case, Issue a Marriage License and Complete a Marriage Case in EMRS

LD24, enacted in May of 2021, now allows for the marriage license to be signed when the marriage is solemnized. Parties may mail the NOTARIZED marriage intentions along with any other required documents (if applicable) and the \$40.00 issuing fee. The marriage license may then be mailed back to the parties. Please enter a comment on the marriage case if the intentions and license were mailed.

Before starting a marriage case in the EMRS, please make sure the parties are either a resident of your municipality or they reside out of State. Please remember, Maine residents must file the marriage intentions in the municipality in which they reside. Out of state residents may file their marriage intentions and obtain a marriage license from any municipality.

Creating a Case in EMRS

1. Go to tab [Life Events>Marriage>Start Edit New Case](#).
2. Enter the required fields indicated in red; the names of parties, the proposed date of marriage and select Search. *****If date of marriage is unknown, enter today's date by using the F12 key***
3. If a case is displayed, select [Preview](#) to view the case to see if it may be the same parties. The case may have a status of **Hold**. ***(If it has a hold status please contact Vital Records for more info.)*** Municipal clerks should take control of the case by selecting the blue link with the party's names, if the parties named are the same. If there are no existing marriage cases, select [Start New Case](#).
4. The electronic marriage record will be displayed. **Make sure the marriage requirements provided on the checklist (part of intentions) are met prior to entering the marriage data. The checklist can be found under tab Forms>Print Forms.** The data entered into EMRS **MUST** match the paper intentions forms exactly. If there are errors, cross-outs, please have party redo the marriage intention form.

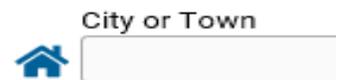


Entering the Marriage Intentions into EMRS

****Note**** It is recommended to **“Validate Page”** after each completed screen.

5. Enter Party A & B’s current name, name prior to first marriage, birthplace (**use the housebutton**), date of birth, then select the auto-populate button to calculate the age. Select the Party’s sex from the drop down. *****Middle names may remain blank although you will have to check the override message and save the override button located at the bottom of the screen. **Please do not put NA, NMN, None.***
6. Enter Party A & B’s parents’ names and birthplace. *****If a parent is not known, please type “Unknown”. If the party refuses to provide the parents name, please type “N/A”.***
7. Enter Party A & B’s resident information. If Party A or B is under the age of 18 and has provided a consent form, select the check box. *****Although it is not required, please provide a mailing address if different than the resident address as well as a telephone number and e-mail.***
8. Enter Party A & B’s Attributes by entering the social security number, number of this marriage, how the previous marriage ended, if applicable, and the location of death or location of court where the parties were divorced. Provide the name of the former spouse (for death and/or divorce) and indicate if the party is registered as a domestic partner in Maine. ***** If the Party is from out of the country and does not have a social security number select the radio button “None”.***

TIPS:



- ***Use the house button when searching addresses or the birthplace.***
- ***Out of country residents: the house button may only give the country.***
- ***When overrides are saved, error messages and the yellow dot or red x may still appear.***
- ***Marriage intentions should match the parties’ birth certificate.***
- ***Name after marriage: once the case is completed/registered, a court order will be needed to change any names. Parties may change their names to any name if the name(s) are provided on the marriage intentions and license.***
- ***Some Out of State or Foreign Country divorces may not be issued as a certified copy like Maine and some may not have raised seals. Make sure there is a Judge or Clerk of Courts signature and an actual date of dissolution/divorce. Most states are now issuing electronic divorces.***
- ***It is the parties’ responsibility to have any record translated to English by a disinterested 3rd party at the parties’ expense.***
- ***If parties are coming in, or back at a later date, to pick up marriage license, please put a comment on the case.***
- ***If the date of marriage needs to be fixed or changed before issuing license, you can find the date of marriage on the Officiant page.***

Local Official Information

9. Enter the **Local Official information** by entering the date the intentions were filed **FIRST (this is the third box down on the screen)**. The license expiration date will auto populate the 90 days (once you tab out of the date intentions filed field). The date license issued will also auto populate once the license has been issued and completed.
10. Check the **Waiver Submitted Box** if one or both of the parties are a Maine resident and have presented a waiver from a district court. ****Maine residents must provide a 21-day waiver if the parties plan to marry within 21 days after the date of divorce.**
11. Select your Office from the drop-down box **in the Local Official Office** and then select your name from the drop down **in the Issuing Official Box**, You **MUST** select from the dropdown box. ****If First, Middle, Last Name and Title of Clerk are not greyed out after validating page you will not be able to Affirm in the Approve License Option.**

Town of Millinocket

Issuing Official

Rebecca Ashley

Diana M Campbell

12. Enter the dates the parties signed the intentions form. Validate Page
13. Approve license should now display under the local official page on the left-hand navigation menu. ****Make sure to print working copies of the license and certificate by selecting Print Forms under Other Links in the Blue Marriage Registration menu on the left-hand side for the parties review and initial prior to approving the license.**
14. Select **Approve License** on the left-hand navigation menu. Check the box and select **Affirm**.

15. DO NOT ENTER ANY INFORMATION INTO THE OFFICIANT (BESIDES DATE OF MARRIAGE) AND FILING OFFICIAL PAGES. THESE ARE TO BE FILLED ONLY WHEN THE COMPLETED LICENSE IS RETURNED.

✓ Local Official

Approve License

Marriage

Issuing the Marriage License

16. Check the Status Bar to make sure the marriage license is ready for issuance. The status bar should now read “Ready to Issue”.

471021 :Mark Winn Moon, Tina Lee Bates Mar-02-2022
 /License Valid/Marriage Invalid/Ready To Issue/Not Approved/Not Registered/Marriage Pending

17. From the left-hand navigation menu under **Other Links**, select **Issue this Record**. Write down the order #.
18. Select the **Source, Priority, and Delivery** from the drop downs. ****The Source should always be Walk-in, and the Delivery should always be Counter.**
19. Select **Marriage License** as the **Service** and enter the **Quantity of 1** and **Request Reason**
20. Select **Calculate Fees**, check the **Payment type** and click **Save and Validate**
21. Select the **blue Issue** link (above the return button).

Marriage License	1	REGULAR	Counter	\$40.00	Issue
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22. A pop up will appear. Select the ALL **Check Box** and click **Print Issuance**. Open the PDF and select the printer icon and print. The license is printed on white paper. ****It is recommended to keep an extra copy of the license and have the parties sign both copies if they are present. Do not close the Issuances box until after next step.**

All	Applicant Name	Service	Date Received	Priority	Delivery	Registrant	SFN	Security Paper Number	Date Printed
<input checked="" type="checkbox"/>	Applicant On File	Marriage License	03/02/2022	REGULAR	Counter	Mark Winn Moon			Mar-02-2022 <small>MMM-dd-yyyy</small>
Total Records : 1									

Actions	Numbering
Print Issuance	AutoNumber Ascending
Delete	AutoNumber Descending
	Void
	Complete

23. Select the ALL **Check Box** again and click **Complete**. ****It is very important that this order is completed. If not, you will not be able to affirm the marriage certificate once it is returned from the officiant.**

24. Select **Return button** on the bottom right corner.

25. Check the Status Bar to make sure the status now reads “Issued”, to verify the License order was completed.

- **If the marriage license has been issued and there is a black check next to approve license, it means the marriage license order has not been completed.**
- **If “Ready to issue” is displayed in the status bar, it means the marriage license order has not been completed. Do not issue this record again by starting another order. Please find the original order and complete it.** Approve License
- **To find the original marriage license order, select the Event and Issuance History link from the left-hand navigation menu under Other Links. Take off all the check marks located at the top of the display, except “orders”. Click on blue detail to the right, click on blue order number, in the order click on blue issue, click ok on pop-up, check all, and click on complete.**

Order 377324	Rebecca.Clerk	Town of Millinocket	03/02/2022 03:17 PM	Detail
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If you know the order #, go to Order Processing enter the order number and select Search.

Order Number:

Marriage License Returned from the Officiant/Completing and Registering

****Note**** It is recommended to **Validate Page** after each completed screen.

26. Review the completed marriage license prior to entering into EMRS. ****Make sure there are no cross-outs and the information is complete. *Black Ink Only. If it is returned in blue, it is ok, only if it is legible.**
27. Go to **Life Events/Marriage/Search** to search for the marriage case by entering the party's names or Case ID number and open the marriage case. ****Municipal clerks may also locate the marriage in their Queues by going to Queues/Registration Work Queue Summary/Marriage Pending.**
28. Select the **Officiant page** on the left-hand navigation menu and enter the **CORRECT** date of marriage, select **Ceremony Type from the drop down, Officiant's Name, Address, Witness's Names and the Officiant's Date of Commission or Expiration.**
29. Go to the **Filing Official Page** and select your name from the drop down. The system will auto populate your name and title.
30. Enter the **Local File Date** and validate the page.
31. Select **Approve Filing** on the left-hand navigation menu. Check the box and select **Affirm.** ****Clerks must be set up with the appropriate functionality in order to file a marriage certificate.**
32. Once the affirm is checked the case will automatically register. ****A State File Number will automatically appear above the Status Bar (by the Case ID Number).**
33. If you do not see a State File Number, click **validate registration** under other links at the very bottom, there may be an override that will need to be saved. Case should now register.

Status Bar for a Registered Marriage:

<u>Case ID</u>	<u>State file Number</u>	<u>Party A</u>	<u>Party B</u>	<u>Date of Marriage</u>
472054	2022000001	:Samantha Lynn Johnson, Dustin Howard		Mar-03-2022
/License Valid with exceptions/Marriage Valid/Issued/Approved/Registered				

34. Certified copies of the marriage certificate may now be issued by selecting the **Issue this Record** link on the left-hand navigation menu or via the **Order Processing Link/Marriage Fast Order**. Print working copies of the certificate from **Print Forms** on the left-hand navigation menu.
35. Please notify Vital Records if any duplicate cases were created or put a comment on the duplicate case that needs to be abandoned. Municipal clerks may have to save overrides associated with duplicate cases.

If assistance is needed, please contact Rebecca Ashley, Marriage Representative, at (207) 287-6490 or Rebecca.Ashley@maine.gov or Daniel O'Leary, Help Desk Expert, at (207) 287-5447 or Daniel.OLeary@maine.gov.