



How to Issue a Marriage License and File the Marriage Certificate

1. Go to [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](#). 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 data entered into the EMRS **must** match the paper intentions forms exactly.

Entering the Marriage License Information

****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, 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.*
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 parent 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".*

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 by typing in Town of or City of “Scarborough” slowly and select from drop down **in the Local Official Office** and then select your name from the drop down **in the Issuing Official Box**, or you may type your **Last Name in the Issuing Official Box** to locate your name on the list and then select your name from the drop down. The system will auto populate your name and title. ****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.**
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**.

Issuing the Marriage License

15. Check the Status Bar to make sure the marriage license is ready for issuance. The status bar should now read **“Ready to Issue”**.
16. From the left-hand navigation menu under **Other Links**, select **Issue this Record**.
17. Select the **Source, Priority, and Delivery** from the drop downs. ****The Source should always be Walk-in, and the Delivery should always be Counter. Both parties must be present to obtain a marriage license.**
18. Select **Marriage License** as the **Service** and enter the **Quantity of 1** and **Request Reason of Legal Purposes** from the drop down.
19. Select **Calculate Fees**, check the **Payment type** and **Save and Validate**.
20. Select the **blue Issue** link (above the return button).
21. A pop up will appear. Select the **Check Box** and select **Print Issuance**. Open the PDF and select the printer icon and print. The license may be printed on white paper. ****It is recommended to keep an extra copy of the license, you may force print 2.**
22. Select the **Check Box** again and select **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.** Select **Return button** on the bottom right corner.
23. Check the Status Bar to make sure the status now reads **“Issued”**, to verify the License order was completed.
24. Have the parties sign the License. ****If you printed 2 to keep one on file, have Parties sign both.**

Marriage License Returned from the Officiant

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

25. 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**.
 26. 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.**
 27. Select the **Officiant link** on the left-hand navigation menu and enter the **CORRECT Date of Marriage, Ceremony Type from the drop down, Officiant's Name, Address, Witness's Names and the Officiant's Date of Commission or Expiration.**
 28. Go to the **Filing Official Page** and select your name from the drop down, or you may type your **Last Name in the Filing Official Box** to locate your name on the list and then select your name from the drop down. The system will auto populate your name and title.
 29. Enter the **Local File Date** and validate the page.
 30. 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.**
 31. Check the Status Bar to make sure the marriage certificate is ready for registration. The status bar should now read **“Registration Approval Required”**.
 32. On the left-hand navigation menu under **Other Links**, select **Validate Registration**. The main screen should change to the Validate Registration page. Check any **Override Messages** that have not been checked and SAVE **Overrides**. ****A State File Number will automatically appear above the Status Bar (by the Case ID Number.**
- **If you are experiencing problems with registering a marriage, please contact the VR Marriage Representative-Rebecca Ashley at (207) 287-6490 /Rebecca.Ashley@maine.gov. Or the VR Helpdesk-Dan O'Leary at 287-5447 /Daniel.OLeary@maine.gov.**
33. 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, for the parties review prior to printing the marriage certificate. ****Please make sure the marriage record is registered (assigned a State File Number SFN) prior to creating an order for any record.**