



Paul R. LePage, Governor

Ricker Hamilton, Commissioner

Department of Health and Human Services
Maine Center for Disease Control and Prevention
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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'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 save the override buttons located at the bottom of the screen.*
6. Enter Party A'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's resident information. If Party A 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'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".*
9. Enter Party 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 save the override buttons located at the bottom of the screen.*
10. Enter Party 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".*
11. Enter Party B's Resident Information. If Party A 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.*
12. Enter Party 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".*



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Local Official Information

13. Enter the **Local Official information** by entering the date the intentions were filed **FIRST**. 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.
14. 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.***
15. Type your **Last Name in the Issuing Official Box** and select your name from the drop down. The system will auto populate your name and title.
16. Enter the dates the parties signed the intentions form.
17. 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 for the parties review prior to approving the license.***
18. Select **Approve License** on the left hand navigation menu. Check the box and select **Affirm**.

Issuing the Marriage License

19. Check the Status Bar to make sure the marriage license is ready for issuance. The status bar should now read "Ready to Issue".
20. From the left hand navigation menu under **Other Links**, select **Issue this Record**.
21. 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.***
22. Select **Marriage License** as the **Service** and enter the **Quantity and Request Reason** from the drop down.
23. Select **Calculate Fees**, check the **Payment type** and **Save and Validate**.
24. Select the blue **Issue** link (above the return button).
25. 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.)
26. 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 returned from the officiant.***

Marriage Certificate Returned from the Officiant

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

27. Review the completed marriage certificate prior to entering into EMRS. Make sure there are no cross-outs and the information is complete. *****Black Ink Only.***
28. 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.***



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29. 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.
30. Go to the [Filing Official Page](#) and type your [Last Name](#) in the [Filing Official Box](#) and select your name from the drop down. The system will auto populate your name and title.
31. Enter the [Local File Date](#) and validate the page. ***Make sure to print working copies of the certificate for the parties review prior to approving the filing.*
32. 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.*
33. Check the [Status Bar](#) to make sure the marriage certificate is ready for registration. The status bar should now read "Registration Approval Required".
34. On the left hand navigation menu under [Other Links](#), select [Registration Approval](#). The main screen should change to the Registration Approval page. Select [Approve](#) from both the license and marriage information dropdown and [SAVE](#). A pop up should appear stating the case has been successfully saved and 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 Becky Marston at (207) 287-1909.**
35. 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](#). ***Please make sure the marriage record is registered (assigned a State File Number SFN) prior to creating an order for any record.*