

State of Maine
 Department of Health and Human Services
Marriage Intentions Checklist
(Municipal Office Use Only)

Instructions: Municipal clerks may the checklist below as a guide to ensure all marriage requirements specified in Title 19-A Chapter 3 and 10-146 DHHS CMR 6 rules are met prior to the issuance of a marriage license. Please check all that apply by selecting Party A and/or Party B checkbox(s).

Brochure (<i>Fetal Alcohol and Drug</i>)	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A brochure was distributed to Party A and Party B on the effects of alcohol and drugs on fetuses prior to issuance of license. (<i>The marriage license shall not be issued until a brochure has been provided to the parties.</i>)		
Caution(s)	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
<input type="checkbox"/> A caution has been filed with the municipal clerk and is pending probate court decision. (<i>A marriage license shall not be issued until the probate court judge has approved the marriage.</i>) <input type="checkbox"/> A caution has been filed and the judge of probate court has approved the marriage. <input type="checkbox"/> A caution has been filed and the judge of probate court has not approved the marriage. (<i>The judge has seven days to act on the caution. If additional time is needed please contact the court.</i>)		
Parental Consent (<i>Less than 18 years of age</i>)	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A signed and notarized consent form has been provided by the parent(s) or guardian and/or judge. The consent form is attached. (<i>The marriage license shall not be issued if consent has not been received.</i>)		
Parental Consent (<i>Less than 16 years of age</i>)	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A signed and notarized consent form has been provided by the parent or guardian <u>and</u> the judge. The consent form is attached. (<i>The marriage license shall not be issued until a response from the judge has been received.</i>)		
Imminent Death	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A signed and notarized letter completed by the party's attending physician or clergy person has been provided and the letter is attached. (<i>The marriage license shall not be issued without the completed letter from physician or clergy on letterhead.</i>)		
21 Day Waiver	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A certified or attested copy of waiver has been presented for the required 21-day waiting period when either party wish to get married and it has been less than 21 days since their Maine divorce/annulment was docketed. The 21 day waiver is attached. (<i>The marriage license shall not be issued without a waiver.</i>)		
Countries without Official Records	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A notarized affidavit has been completed by the party(s) stating and the notarized affidavit is attached. (<i>The marriage license shall not be issued without proper notation.</i>)		

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Emancipated Minor(s)	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
Court documentation has been presented stating the minor(s) are considered to be emancipated and is attached. <i>(The marriage license shall not be issued without court documentation.)</i>		
First Cousins	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A physician's certificate of genetic counseling has been presented and is attached. <i>(The marriage license shall not be issued if physician certificate of genetic counseling has not been received.)</i>		
Incapacitated Individual	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
An original or notarized letter from the appointed guardian of the incapacitated individual is attached. <i>(The marriage license shall not be issued without letter from the guardian.)</i>		
Incarcerated	<input type="checkbox"/> Party A	<input type="checkbox"/> Party B
A comment has been entered on the marriage case in the EMRS indicating the party is currently incarcerated and the original signature of the incarcerated person is to be obtained on the marriage certificate returned.		