Maine Center for
Disease Control and Prevention

An Office of the
Department of Health and Human Services

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Top Marriage Case Reminders

1. **Middle Names**: Middle names may remain blank. Municipal clerks will have to *check* the box(s) and click on *save overrides* located at the bottom of the screen.

2. **Parents**: If the parent(s) name is not known, please type "*unknown*". If the party refuses to provide the parent(s) name, please type "*N/A*".

3. **SSN**: If the Party is from out of the country and does not have a SSN select "*None*".

4. **Resident Address/Birth Place**: If the address is *out of the country* click on the house icon and select data from the drop down. Overrides which are *yellow* fields can be saved by the user.

5. **Overrides**: Any field *highlighted in red* can only be overridden by contacting Vital Records for assistance.

6. **Local Official**: In third box down on the local official page, enter the date the intentions were filed <u>first</u>, the top two boxes for Date License Issued and License Expiration Date are calculated and auto filled by DAVE.

7. **Working Copies**: Make sure to print a working copy of the license and certificate for the parties review *prior to approving the license*.

8. **Corrections**: Municipal clerks may make changes to a marriage case as long as the license *has not been issued*. Click on *approve license* to *un-affirm* the case and make the correction(s) needed. The date intentions filed will need to be re-entered on the local official page and the license will need to be affirmed. If the license has been issued, a change cannot be completed until the marriage record has been registered (contains a State File Number SFN). It is recommended to correct the paper license by using correction tape to fix the error(s) and make a notation on the back of the paper license that the marriage has been "amended before filing" with the date, the type of correction made and the clerk's initials. For consistency reasons, municipal clerks should also add a comment to the marriage record in DAVE.

9. **Amendments**: Once a case is registered municipal clerks will see the *amendment* link under *other links*. Click on the link and select the page from the dropdown in which the error is located, make the change and select save. Then affirm the amendment, under amendment affirmation link, in the amendment menu. Vital Records staff will then approve the amendment. In the event an amendment needs to be approved right away, please call Vital Records (staff phone numbers have been provided below).

10. **Approving the License**: The status bar must state *ready to issue*. From the left hand navigation menu under *other links*, select *issue this record*. (Only click on issue this record *once* as every time it is selected the system will create a new order to be completed.) Please make sure to select the check box and *complete* the order after the license has been printed and issued. This step is very significant. If the order has not been completed, municipal clerks will not be able to affirm the marriage certificate once it has been returned from the officiant.

11. **Entering Marriage**: Check the status bar for *issued* status before entering any marriage returned by the officiant. If the status bar does not state *issued*, municipal clerks will have to complete the original order created for the license. Select *main menu, current activities, and click on the incomplete link. Locate the marriage and click on the order number to open the order. Select all and then select complete*.

12. **Registration**: After the marriage portion has been affirmed by the municipal clerk select *registration approval* under the other links menu to approve the registration. Once registration is complete you will be able to issue certified copies.

13. **Certified Copies**: Paper case marriages with SFN#201700####, must be issued via the *order processing link/marriage fast order.* Please make sure the marriage record is registered (assigned a SFN) prior to creating an order for any record.

For additional assistance: Contact Becky Marston at 287-1909