

M Marriages M

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Definitions

- A. Annulment. The complete dissolution of a marriage by a court order, as though the marriage never occurred. No other form of annulment is valid as proof of dissolution, including a church annulment.
- B. Bigamy. Entry into marriage with one person while still legally married to another person.
- C. Bride. A woman just married or about to be married.
- D. Caution. A written notification that there may be an impediment to an intended marriage.
- E. Certificate of Genetic Counseling. A statement signed by a physician certifying that counseling has been provided concerning the genetic problems which may occur in children born of a marriage between first cousins.
- F. Certification Statement. Statement on marriage license that parties must read and sign stating the information provided on the marriage intentions and marriage license are correct to the best of their knowledge and belief and they are free to marry under the laws of the State of Maine.
- G. Ceremony. The solemnization of a marriage by a duly authorized person, as specified by Title 19-A M.R.S §656, in the presence of two witnesses.
- H. Completed License. A marriage license issued by a municipal clerk or the Department bearing signed certification statements by each party. The completed license must also bear the original or electronic signature of the municipal clerk or the Department.
- I. Divorce. The legal dissolution of a marriage by a court decree.
- J. Divorce Record. The original or certified copy of the divorce decree or a certified copy of an official divorce judgment
- K. Domestic Partner Registry. The registry of all persons registered with the Department as domestic partners.
- L. Electronic Marriage Registration System (EMRS). A module within the Database Application for Vital Events (DAVE) system maintained by the Department to create and issue marriage licenses and file marriage certificates electronically.
- M. Groom. A man just married or about to be married.
- N. Husband. A man united to another party, regardless of gender, by marriage; a man who has a spouse living and not divorced.
- O. Imminent. About to happen; impending.
- P. Incapacitated. Rendered incapable; disabled.
- Q. Intentions. The intentions of marriage application form known as the VS-2A used to apply for a marriage license. (Referred to as the marriage intentions or VS-2A).

- R. Marriage.** The legal union of two individuals, regardless of gender, either one man and one woman, two women, two men, as husband and wife, wife and wife, husband and husband or spouses.
- S. Marriage Certificate.** The completed license signed by two witnesses and the officiant, following the solemnization of the marriage which has been registered and assigned a state file number (SFN).
- T. Marriage License.** The license, as prescribed and furnished by the State Registrar, authorizing the marriage of the two parties named upon it. (Referred to as the marriage license or VS-2B).
- U. Minor.** A person under 18 years of age. (An emancipated minor is not considered to be a minor and a certified copy of their emancipation papers issued by a court of law must be presented to the municipal clerk or the Department prior to issuing a marriage license.)
- V. Officiant.** A person authorized to perform a marriage ceremony as specified in Title 19-A M.R.S. § 655. An individual who is granted the authority through their religious organization, ordained minister regardless of how the ordination is obtained. An individual who is granted the authority to marry through a civil process, including but not limited to a member of the Maine bar, Judge, Attorney, Maine Notary Public, or a Temporary Officiant described in this section.
- W. Parental Consent Form.** The form prescribed by the Department for recording the consent to a minor's marriage by the minor's parent(s) or guardian(s). Parental consent must be granted by both parents unless one parent has sole custody or a parent's parental rights have been terminated.
- X. Party A.** The gender-neutral term for the first person listed on the marriage intentions (VS-2A).
- Y. Party B.** The gender-neutral term for the second person listed on the marriage intentions (VS2A).
- Z. Polygamy.** The practice of having more than one spouse at a time.
- AA. Solemnize (Solemnization).** To perform a marriage ceremony in the presence of at least two witnesses in contrast to a clandestine or common law marriage.
- BB. Spouse.** The gender-neutral term for one or both parties to a marriage.
- CC. Temporary Officiant.** An individual who is granted the authority in their resident State to perform marriages, who applies for a temporary officiant license to perform a marriage in the State of Maine. The authority is granted for a 90-day period and is valid for only one specific couple. A temporary permit to perform marriages in another State may not be used to obtain the Maine temporary officiant certificate.
- DD. Wife.** A woman united to another party, regardless of gender, by marriage; a woman who has a spouse living and not divorced.
- EE. Witness-** A person who has sufficient understanding or capacity to understand they are witnessing a marriage ceremony. Witnesses do not need to be 18 years of age but must be able to sign their name on the marriage license.

MARRIAGE

Responsibilities of Department

<http://www.mainelegislature.org/legis/statutes/22/title22sec2701.html>

The Department is responsible for prescribing and furnishing marriage intentions (VS-2A), marriage license (VS-2B) and marriage certificate (VS-2) forms, and for the general supervision of the issuance of marriage licenses and recording of marriages, as well as the enforcement of the laws relating to the actual solemnization of marriages by officiants such as notaries, members of the Maine bar, members of the clergy, and temporary officiants.

Responsibilities of Municipal Clerk

<http://www.mainelegislature.org/legis/statutes/22/title22sec2702.html>

Except as authorized by the Department, a record received in a municipal office must be transmitted by the clerk of the municipality to the state registrar within a reasonable period of time as specified by Department rule and in the format specified by the state registrar. Each municipal clerk in this State must enforce, so far as comes within the municipal clerk's jurisdiction, Maine laws and the rules of the Department relating to the registration of vital statistics.

Registration of Marriages

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Ach23sec0.html>

Marriage registration includes several steps: filing intentions, issuing the marriage license, and filing the marriage certificate after the ceremony has been performed. There are several situations in which additional documents are required.

A pamphlet explaining the requirements named “Planning Your Marriage in Maine” is available on the Department’s website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>. Municipal clerks may print and provide the pamphlet to persons who are planning to get married in the State of Maine.

Electronic Marriage Registration System (EMRS)

<http://www.mainelegislature.org/legis/statutes/22/title22sec2702-B.html>

Marriage is the legally recognized union of 2 people regardless of their sex or gender. When parties get married in the State of Maine, the marriage certificate must be filed and registered in the Electronic Marriage Registration System (EMRS) maintained by the State Registrar of Vital Statistics. The EMRS currently encompasses all marriages from January of 2017 to present. Municipal clerks who do not have access to the EMRS should contact the Department to obtain a username and password to access the system and available training options. Please contact the helpdesk by calling (207) 287-5447 or via e-mail at EDRS.DHHS@maine.gov.

Recording Marriage Intentions (VS-2A)

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec651.html>

Place of Recording

Residents of the State intending to be joined in marriage must record notice of their intentions in the office of the clerk of the municipality in which at least one of them resides or with the Department. If only one of the parties resides in the State, the parties must record notice of their intentions in the office of the clerk of the municipality in which the resident party resides or with the Department. If there is no clerk in the place of

their residence, the notice must be filed with the clerk of an adjoining municipality or with the Department. If both parties to a marriage reside outside the State, they may file intentions in any municipal office or with the Department. Once the intentions are filed and the license is issued, the parties are free to marry anywhere in the State within 90 days from the date intentions were filed. There is no waiting period between the time the marriage intentions are filed and the time a marriage license may be issued.

Marriage Intentions Application

Municipal clerks may obtain the marriage intention application under “Forms, Print Forms” in the Database Application for Vital Events (DAVE) system or on the Department’s website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>.

The marriage intention application was revised in September of 2019 to include the parties legal name after marriage. If a party intends to change that party's name upon marriage, the marriage intentions application must include the proposed new name of that party. Older versions of the marriage intention form should not be accepted. The marriage intentions form is three (3) pages; one page for each party along with instructions and requirements on the third page.

Required Information

All of the information on the “Intentions of Marriage” (VS-2A) concerning the parties must be complete insofar as they know it. This includes their place of residence, date of birth, parental information, and their previous marital status. Provision of the previous marital information is required; it is not optional. Middle names may remain blank although municipal clerks will have to check the override box in the EMRS and save the override button (located at the bottom of the screen). Identifying information on their parents’ names and birthplaces should be completed if known. The names of the parents may be biological or stepparent although it is highly recommended to match the parties legal birth certificate. If a parent is not known, please type “Unknown”. If the party refuses to provide the parent(s) name(s), please type “N/A”. It is important to obtain parental information for genealogical purposes, as well as official uses of the marriage certificate for passports.

Both parties must complete their own page with their personal information and provide their social security numbers. The requirement of social security number was eliminated from the State of Maine laws, but is still required by federal law. Both parties must sign the certification statement in the presence of a notary or a municipal clerk (filing official). If it is not convenient for either party to appear in person to file the marriage intentions, they may do so by mail and an official authorized to take oaths must witness their signatures. Marriage intentions must be fully completed, legible and contain no cross-outs.

Identification

There is no requirement in Maine Law that parties must provide identification when filing the marriage intentions, unless the clerk or Department is not satisfied as to the identity of the applicants (or the clerk is acting as a notary public). To be consistent, municipal clerks may establish an office policy for this purpose. The policy may be made at the municipal clerk’s discretion.

Fee

The **\$40 fee** for filing intentions of marriage must be paid at the time of filing and before the issuance of a marriage license. Municipal clerks have their own fee’s schedule set in statute. Please visit the legislative website to view the municipal fee schedule at <http://www.mainelegislature.org/legis/statutes/30-A/title30-Asec2652.html>.

Retention of Marriage Intentions

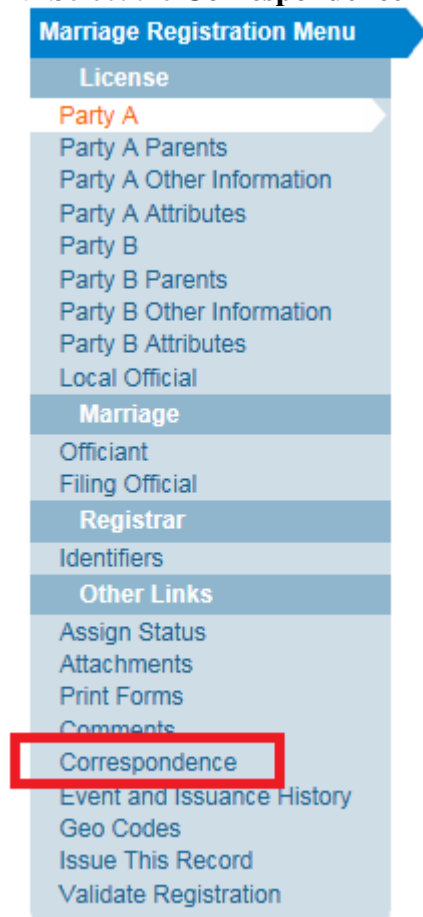
The completed marriage intentions must be permanently maintained by the municipal clerk or the Department, whether maintained as paper or electronically. The Department recommends scanning and attaching the completed intentions to the marriage case, once the case has been started. Instructions for scanning and attaching documents in the DAVE system may be found on the Department's website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/medical-certifiers.html>.

Public Inspection of Marriage Intentions

The marriage intention application (VS-2A) is not open for public inspection for 50 years from the date of the application. The names of the parties for whom intentions to marry are filed and the intended date of marriage are public records and open for public inspection. A non-confidential marriage form has been developed for this purpose. Municipal clerks may print a system-filled non-confidential form, by case, from the EMRS. Please see steps below.

Non-Confidentiality Form

- A. Select the **Correspondence** link under **Other Links**.



- B. In the Correspondence box as show below, click on the **New Correspondence** button.
(Do NOT click on the blue links (64-bit or 32-bit).

Correspondence - Registration

State File Number: 000022

Registrant Name: Jane Jill Greer; Eric Egor Pears

Event Type: Marriage

Event Date: May-02-2018

Correspondence requires a one-time Word Add-In to be installed by a user with Administrator access.
 64-bit Correspondence Add-In for Word 2010/2013
 32-bit Correspondence Add-In for Word 2010/2013

New Correspondence Close

C. The **Marriage Non Confidential Form** template will appear as shown below. Click on the **Select** button.

New Correspondence - Registration

Template

Marriage Non Confidential Form	Select
--------------------------------	--------

Total Records : 1

Return

D. Then click on the **Download** button as shown below.

Correspondence - Registration

State File Number: 000022

Registrant Name: Jane Jill Greer; Eric Egor Pears

Event Type: Marriage

Event Date: May-02-2018

Correspondence requires a one-time Word Add-In to be installed by a user with Administrator access.
 64-bit Correspondence Add-In for Word 2010/2013
 32-bit Correspondence Add-In for Word 2010/2013

Description	File	Date Entered	Entered by	
Marriage Non Confidential Form	Download	Jun-27-2018 08:37 AM	Betsy Bangor, City of Bangor Maine	Delete

New Correspondence Close

E. Then click on the **OPEN** button.

Do you want to open or save **Marriage Non Confidential Form.docx** from gatewaytest.state.me.us?

Open Save Cancel

The Non-Confidential form may then be printed.

Resident Defined

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec651.html>

A person is considered a resident of your municipality for purposes of marriage registration if:

- The person is a registered voter in your municipality;
- The person maintains a permanent household in your municipality;
- The person usually lives in your municipality, but may be away part of the time (this does not include summer residents but can include military personnel);
- The person has recently moved to your municipality and intends to make it their home.

The residence of minors under the age of 18 years is assumed to be the residence of their parents or legal guardian(s). If the parents are divorced, it is assumed to be the residence of the parent having primary custody. If neither parent has sole legal custody, it is the residence of the parent with whom the minor usually resides. The residence of a minor who is emancipated is handled the same way as for any adult.

Members of the armed forces may claim residence in the State and municipality where they lived before entering the armed forces or in the municipality where their base is located. The same applies to students attending school in Maine who live in dormitories. Persons who are incarcerated in correctional facilities may claim residency where they are incarcerated; or where they were living before they were incarcerated if they plan to return there upon their release from the correctional facility.

Marriage Annual Report

<http://www.mainelegislature.org/legis/statutes/22/title22sec2706.html>

It is unlawful for any employee of the State or of any municipality in the State to disclose data contained in marriage records, except that a clerk of a municipality may cause to be printed in the annual town report marriages reported within the year covered by the report by names of parties and date of marriage. All other details of birth, marriage, divorce or death may not be available to the general public, except as specified in Department rules.

Municipal clerks may print marriage annual reports through DAVE starting from January of 2017. From the Home menu, select the *Reports* tab located at the top. Select *Marriage/Marriage Annual Report*, enter the date parameters and select your municipality from the drop-down. Once *Load Report* button has been selected a PDF will display. Open the PDF. The report may take a couple minutes to run but will display the party's names, resident city/town, date of marriage and place of marriage. The total numbers of marriages will display at the bottom of the report.

Filing a Caution

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec653.html>

Anyone who believes that persons may be attempting a prohibited marriage may file a "caution" by notifying the municipal clerk or the Department that may be issuing the marriage license. The filing of a caution prevents the issuance of a marriage license until the matter is resolved by a court hearing. Since Maine no longer has a three (3) day waiting period, there may be several occasions when a marriage license has already been issued and the caution may no longer be filed to prevent the marriage.

Cautions must not be used to harass persons legitimately attempting marriage and persons filing cautions for insufficient reasons will be held responsible for costs of court hearings. Inform anyone attempting to file a caution that the judge can prevent the marriage only if the persons are forbidden to marry or are incapable of contracting marriage under the law.

The person filing the caution is responsible for obtaining a ruling from the Judge of Probate in the county where the parties reside within 7 days after the caution is filed. The judge may request an extension if more time is needed. The marriage license may not be issued until the judge issues a ruling or the 7 days have passed with no word from the Judge of Probate. If the person filing the caution fails to seek the ruling or withdraws the caution, the license may not be withheld longer than 7 days.

Cautions must be written, must clearly identify the parties involved, and must plainly state the reason why the parties cannot marry, and must be signed and acknowledged under oath by the person entering the caution. If it is the municipal clerk who wishes to file a caution, the exhibit may be photocopied onto Municipal letterhead. If it is a person other than a municipal clerk who wishes to file a caution, then photocopy the exhibit onto plain paper and take the cautions from the person wishing to file. Make sure to get appropriate signatures.

Related Parties

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec651.html>

Effective in September of 1987, if parties recording notice of their intentions to marry are related (first cousins), the parties must submit to the clerk or the Department, at the time of recording their intentions to marry, a certificate from a physician stating that the parties have received genetic counseling from the physician. The certificate or statement from the physician must be on facility letterhead and must be signed by the physician. Persons may not come to Maine to evade the laws of their own state to be married here. Municipal clerks do not need to retain the certificate or statement. A comment may be entered on the marriage case stating the certificate or statement was presented prior to issuing the marriage license.

Prior Marriages

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec651.html>

There is no limit to the number of marriages allowed to individuals in the State of Maine.

Parties who have been previously married and plan to marry again, must provide the clerk or the Department with a certified copy of the death certificate, divorce decree, or annulment to demonstrate how the last marriage ended. (The subsections below describe the requirements of the documents presented.) The clerk or the Department must ensure the information regarding how the last marriage ended on the marriage intentions match the certificate or certified copy of the death certificate, divorce decree or annulment presented. This includes the title and location of the courts, the names of the parties to the proceeding for the divorces or annulments and the date when the decrees became absolute. In the case of a death of a former spouse, the clerk or the Department must show the name of the deceased along with the date and place of death. Persons who reside and intend to continue to reside in another state or foreign country must present an affidavit stating that they are free to marry by the laws of the State in which they reside as well as under the laws of the State of Maine.

Death Certificate

Parties who have been widowed must present a certified copy of the death certificate pertaining to their most recent spouse.

All jurisdictions in the United States have the authority to issue certified copies of a death certificate for a person who passed away in their State. Certified copies of the death certificate are

not required by the parties ONLY if the municipal clerk or the Department has the death certificate on file and can verify the validity of the certificate.

Most foreign countries do file and issue death records and foreign countries will provide certifications of deaths occurring within their boundaries. Persons who need a copy of a foreign death record should contact the Embassy or the nearest Consulate in the U.S. of the country in which the death occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication, Foreign Consular Offices in the United States, which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402.

If the Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by writing to the Office of Overseas Citizens Services, U.S. Department of State, Washington, DC 20520-4818. Aliens residing in the United States may be able to obtain assistance through the Embassy or Consulate of their country of nationality.

For more information, please visit the National Center for Health Statistics (NCHS) website at <https://www.cdc.gov/nchs/w2w/foreign.htm>.

Maine Divorces

<http://www.mainelegislature.org/legis/statutes/22/title22sec2803.html>

Because Maine law requires all courts in the State of Maine to file a record of each divorce judgment or annulment finalized in their jurisdiction within 45 days after judgment with the Department, a certified copy of the divorce is required to be presented to the clerk prior to any marriage license being issued. Municipal clerks may verify any divorce that has occurred in the State of Maine with the Department, if needed, by completing the verification form and faxing the completed form to the Department at (207) 287-1093.

The VS-4 Divorce Abstract form is furnished by the Department and made available to all Maine courts on DRVS restricted access website (courts only). The divorce abstract must contain the names and residences of the parties and name of the person to whom judgment was issued, the date and place of the marriage, the date of and legal grounds for the judgment and the names and ages of the minor children.

In Maine, there is a **21-day waiting period** before a party to a Maine divorce may be remarried. The 21 days allows either party to the divorce the right to appeal the judge's final decision. At the time of the divorce, the parties are given the option to sign a waiver of their right to appeal. If the parties choose to do this, the 21-day waiting period will not apply. If the parties apply for a marriage license and it has been less than 21 days since their **MAINE** divorce, they will need to produce a copy of the **3 day waiver** that was signed at the time of their divorce before the license can be issued. Please note that the 21 days begins the date the divorce is DOCKETED. This may be a day or two LATER than the date the judge has signed the decree.

Out of State and Foreign Divorces

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec651.html>

A record of divorce from another state or foreign country is evidence of divorce. If the record is not in English, the record must be translated into English by a disinterested 3rd person at the parties'

expense. Not all states use a raised seal when certifying or attesting a record of divorce. If you are presented with a divorce decree or certificate that does not have a raised seal, it **MUST** have an original stamp or signature from either a Judge or Clerk of Courts. This means that if a seal is present, it must not be a photocopy of a document with a seal.

Copies of foreign divorce certificates may be obtained directly from the civil registrar or court in the foreign country where the marriage or divorce occurred although they may not always be certified. Contact the embassy or consulate of the foreign country in the United States for guidance on how to obtain copies of foreign public documents. Foreign embassies may require written requests in their language.

Annulled Marriages

Parties who have had a previous marriage annulled must present a copy of the court annulment. The annulment completely dissolves the marriage as though it never occurred. This means that if a party to an annulment goes through another ceremony at a later date, the ceremony following an annulment would be considered the 1st marriage (or appropriate corresponding number following a marriage that was NOT annulled) since the annulled marriage is considered to have never occurred. **Marriages annulled through a church MUST still be annulled through a court of law.**

Marriages of Minors Under 16

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec652.html>

The municipal clerk or the Department may NOT issue a marriage license to a person under 16 years of age. Marriages of minors 16 and under are not permitted in the State of Maine.

Marriages of Minors Under 18 (Consent required)

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec652.html>

Parties under the age of 18 who plan get married in the State of Maine must obtain the written consent of their parents or legal guardians. If they have no living parents and no legal guardian, they must apply to the judge of probate in the county where they reside (unless they are emancipated by a court).

Parents

Both parents must give consent to the marriage if they are both living and have joint custody. If a parent who has custody fails to consent, the marriage may not take place. If one parent has sole custody under a court judgment, then only the consent of that parent is required. (The parent without custody may give consent as a matter of courtesy, but it is not required by law.) When the whereabouts of a parent having custody is unknown, the party may be referred to the Probate Court who may rule on the custody of the party for the purpose of the marriage or otherwise give consent.

Legal Guardian

It is not necessary for the party to obtain the written consent of the parent(s) if the party has been appointed a legal guardian. If a party has been appointed a legal guardian by a court of competent jurisdiction, the guardian must provide the consent to the intended marriage.

Judge of Probate

If there is no parent or legal guardian who can provide consent to the marriage, the minor must apply to the probate court to obtain the written consent. The judge of probate in the county where each minor resides may grant consent after notice and opportunity for hearing.

Emancipated Minor

Marriages of emancipated minors are treated as if the child is an adult of 18 years or older. Municipal clerks must be presented with the court document in order to ascertain the minor's legal status prior to issuing a marriage license. The court document must be scanned and attached to the marriage case in the EMRS.

Consent Form

The "Notice of Parental/Guardian Consent to a Marriage" form and instructions is located in DAVE under forms, print forms to municipal clerks and is also located on the Department's website to the general public at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml> under *Marriage Forms and Information*.

The parent(s) or court appointed guardian must complete and sign the consent form as specified in the paragraphs above and present the completed form to the municipal clerk or Department who is issuing the marriage license. The consent form must be signed in the presence of a municipal clerk or notary public and must be scanned and attached to the marriage case in the EMRS.

If minors go through with a marriage without appropriate consent, the marriage is "voidable"; that is, a parent or guardian may request to have the marriage annulled. However, if the parent or guardian elects to take no action, the marriage is valid.

Marriage Intention Checklist

A marriage intentions checklist has been developed for municipal clerks as a guide to ensure all marriage requirements specified in 19-A MRS Chapter 3 and 10-146 CMR Ch. 6 Department rules are met prior to the issuance of a marriage license. The printable checklist may be found under "Forms, Print Forms" in the Database Application for Vital Events (DAVE) system or on the Department's website under "Marriage" at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/medical-certifiers.html>.

Marriage License Required

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec652.html>

A valid Maine marriage license is required for a marriage to be solemnized in Maine. Marriage licenses are valid for **90 days** from the day the intentions were filed, and parties may be married in any city/town or unorganized township in the State of Maine. Parties may not take the marriage license out of State of Maine to be married nor use a marriage license issued by another State to be married in the State of Maine. In the event the 90 days have past, parties must obtain another marriage license, provide the same documentation requirements, and pay the \$40.00 fee.

Brochure. A marriage license may not be issued until a brochure prepared by the Department of Health and Human Services concerning the effects of alcohol and drugs on fetuses has been given to both parties.

The department is responsible for making the brochures available to municipal clerks for distribution. The brochure may be found on the Department's website under "marriage forms and information" at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vitalrecords/forms/index.shtml>.

Marriage License Form (VS-2B)

<http://www.mainelegislature.org/legis/statutes/22/title22sec2702-B.html>

The marriage license was revised in June of 2019 to include the parties legal name(s) after marriage. If a party intends to change their name(s) upon marriage, the marriage intentions application must include the proposed new name of that party. Older versions of the marriage license must not be issued. The marriage license is one page and should be issued from the EMRS. Once the municipal clerk or the Department have accepted the marriage intentions for filing, they can start a new case in the EMRS based on the information provided by the parties on the marriage intentions to create and issue the marriage license.

In the event the EMRS is not available or circumstances prevent electronic filing and/or issuance, municipal clerks may contact the Department directly at (207) 287-3771 to obtain a blank marriage license (VS-2B). It is recommended to have some paper licenses on hand. The marriage license form (VS-2B) is printed on white legal-size (8.5 X 11) regular photocopy (20 LB) and is prepared by the Department or municipal clerk based on the information the parties provided on the marriage intentions.

The marriage license must match the information exactly as shown on the marriage intention application whether issued from the EMRS or as paper based. When preparing the marriage license be sure to calculate the 90 days carefully before entering the license expiration date in the block labeled "License valid until". The 90-days will be automatically calculated when issued from the EMRS.

It is highly recommended to always have the parties proofread a copy of the marriage license before affirming/signing as the issuing official on the marriage license in the EMRS. This can be done by printing a marriage license working copy from the EMRS. See below for instructions.

Printing a Working Copy of the Marriage License from the EMRS

1. From the **Marriage Registration Menu**, select **Other Links -> Print Forms**.
2. From the **Print Forms** page, select **License Working Copy**.
3. Selecting any document from the **Print Forms** page will launch the **File Download** window, shown below. Select the **Open** button.
4. The **License Working Copy** form will load. The form can be printed as normal by sending the PDF file to any local or network printer. The **License Working Copy** contains a watermark across the page and cannot be used as a legal document.

Errors on Marriage License

If any errors are caught, they may be corrected prior to entering the information into the EMRS and up until the point the marriage license has been issued.

When the parties notice an error on the working copy of the marriage license and the municipal clerk has not yet affirmed the license, they may initial the incorrect information on the working copy of the

marriage license and the municipal clerk may enter a comment in the EMRS in support of the error. Please be sure scan the working copy to the marriage case with party's initials.

There may be occasions that once the clerk has already affirmed the license (but has not yet issued it) and items need to be corrected. Municipal clerks may "un-affirm" the license by selecting the "Approve License" link again and select the "un-affirm" button and make the necessary changes. Same as the above, please be sure to enter a comment and scan the working copy to the marriage case with the party's initials.

Once the marriage license has been issued, no corrections may be made until the marriage certificate has been registered. Please remember, municipal clerks and parties only have 90 days from the date the marriage record was filed (assigned a State File Number) to submit a correction without providing two (2) pieces of supporting documentation and the required fee. See page 26 on how to submit an electronic correction/amendment within 90 days.

Incarcerated Persons

<http://www.mainelegislature.org/legis/statutes/21-A/title21-Asec112.html>

Persons incarcerated in correctional facilities. The residence of a person incarcerated in a correctional facility, as defined in [Title 34-A, section 1001](#), or in a county jail does not include the municipality where a person is incarcerated unless the person had resided in that municipality prior to incarceration. A person incarcerated in a correctional facility may apply for a marriage license (or register to vote) in any municipality where that person has previously established a fixed and principal home to which the person intends to return.

If either of the parties is incarcerated in a State correctional facility, the license may be issued without the incarcerated person's signature. The party to the marriage that is NOT incarcerated should obtain the VS-2A (intentions of marriage) and bring it to the correctional facility to be completed by the incarcerated person in the presence of a notary public. Once the incarcerated person has completed their information and had their signature notarized on the marriage intentions, the marriage intentions may be filed (municipality of residence of either party or the Department).

The municipal clerk of the municipality where intentions are filed may issue a marriage license (VS-2B) without the signature of the party who is incarcerated upon the approval of the correctional facility.

The municipal clerk or the Department must issue the marriage license from the EMRS and enter a comment on the marriage case indicating the party is currently incarcerated and the original signature of the incarcerated person is to be obtained on the marriage certificate returned. See page 19 on "how to issue a marriage license from the EMRS".

The person performing the ceremony must make certain that the incarcerated person signs the license at the time of the ceremony in their presence.

After the ceremony has taken place and the municipal clerk or the Department has received the completed and endorsed marriage license back from the officiant, the marriage section may be completed in the EMRS in the usual manner.

During this type of situation, if any questions arise, please contact Vital Records for assistance at (207) 287-6490 or (207) 287-3771.

Imminent Death

In extraordinary or emergency cases when the death of either party is imminent, the party to the marriage that is NOT the patient should obtain the VS-2A (intentions of marriage) and bring it to the hospital to be completed by the patient in the presence of a notary public. Once the patient has completed their information and had their signature notarized on the marriage intentions, the marriage intentions may be filed (municipality of residence of either party or the Department).

The municipal clerk of the municipality where intentions are filed may issue a marriage license (VS-2B) without the signature of the party who is hospitalized (or otherwise incapacitated) upon the authoritative request of a minister, clergy, priest, rabbi or attending physician. The municipal clerk or the Department must first see the authorization from one of the above-mentioned persons on letterhead before the marriage license is released.

The letter that is presented to the municipal clerk or the Department must state the following:

- That (*Name of patient*) is in the hospital and cannot come to the municipal office.
- The patient's death is imminent.
- The patient is conscious and coherent; and
- The patient has made it known that it is their wish to be married.

The municipal clerk or the Department must issue the marriage license from the EMRS and retain the physician or clergyman's authorization by scanning and attaching to the marriage case. It is also recommended to enter a comment on the case that death is imminent.

The person performing the ceremony must make certain that the patient (whose death is imminent) signs the license at the time of the ceremony in their presence.

After the ceremony has taken place and the municipal clerk or the Department has received the completed and endorsed marriage license back from the officiant, the marriage section may be completed in the EMRS in the usual manner.

During this type of situation, if any questions arise, please contact the Department for assistance at (207) 287-6490 or (207) 287-3771.

How to Issue a Marriage License from the EMRS

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 in the EMRS **must** match the paper intentions forms exactly.

Entering the Marriage License Information in the 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, 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 to 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 from the EMRS

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 marriage license. ***If you printed 2 to keep one on file, have Parties sign both.*

Certification Statement on Marriage License

The certification statement must be signed by both parties in the presence of the issuing official (municipal clerk or Department). Parties may appear at different time to sign the marriage license if needed. It is highly recommended to read the certification statement to the parties. A marriage contracted when either party has failed to submit a certificate of certified copy of the divorce decree or annulment of the last marriage or the death record of the last spouse or when either party has intentionally been untruthful about the number of previous marriages is void.

Performing the Marriage Ceremony

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec654.html>

Officiant Responsibility

Before beginning the marriage ceremony, the officiant is responsible for examining the marriage license carefully to ensure that it has been signed by both parties. The officiant must also verify that the license has not expired (item #24) and the municipal clerk who issued the marriage license has signed the license with an original or electronic signature. (This would also be the time to capture the signature of a party who is incarcerated or who's death is imminent.)

Both parties, two witnesses and the officiant must be physically present at the time of the marriage ceremony/solemnization. The officiant must complete the ceremony section (items #28-48) after the marriage ceremony/solemnization has been performed and return the marriage license to the issuing office (item #27) within 7 days following the date of the marriage. This may be done in person or through the mail. Black ink is preferred, but not required if the license is legible.

Maine law requires that persons solemnizing a marriage keep a record of each marriage performed. It is suggested that officiants maintain a book or file for all marriages they have performed. The marriage license may be photocopied for this purpose, but copies should never be issued to anyone.

“Performing a Marriage Ceremony pamphlet” may be found on the Department’s website to assist officiants with current procedures and instructions <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml> . Municipal clerks may print and distribute to the parties to provide to the officiant at the time the marriage license is issued.

Authorization to Perform Marriages

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec655.html>

The laws of Maine provide that only authorized persons may solemnize marriages in the State of Maine. The following may solemnize marriages in this State:

If a resident of this State:

- ✓ A justice or judge.
- ✓ A lawyer admitted to the Maine Bar; or
- ✓ A notary public under Title 4, chapter 19 (*relatives may perform the marriage ceremony*).

Whether a resident or nonresident of this State and whether or not a citizen of the United States:

- ✓ An ordained minister of the gospel; (*including internet ordained*)
- ✓ A cleric engaged in the service of the religious body to which the cleric belongs; or
- ✓ A person licensed to preach by an association of ministers, religious seminary or ecclesiastical body.

A nonresident of the State who has a temporary registration certificate issued by the Office of Data, Research and Vital Statistics.

Temporary Registration Certificate (non-residents)

Non-residents who are authorized to solemnize marriages in another State may solemnize a single marriage ceremony in Maine for a specific couple after securing a temporary registration certificate from the Department. The officiant application may be found on the Department’s website under marriage

forms and information at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>.

Non-residents who obtain an “Out of State Non-Resident Officiant Certificate of Solemnization” from the Department may perform a single marriage ceremony for the couple named on the certificate within 90 days of issuance. The Certificate of Solemnization will be scanned and attached to the marriage case in the EMRS by the Department once the case has been started by the municipal clerk (or the Department).

The Department will track the issuance of all Certificates of Solemnization and compare the names on marriage certificates to ensure compliance.

Quaker; Baha'i

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec658.html>

A marriage solemnized among Quakers or Friends, in the form practiced in their meeting, or solemnized among members of the Baha'i faith according to the rules and principles of the Baha'i faith, is valid. The clerk or the keeper of the records of the meeting or ceremony in which a marriage is solemnized shall return evidence of the solemnization of the marriage to the Department. A person who willfully neglects or refuses to perform the duty imposed upon that person by this section commits a civil violation for which a forfeiture not to exceed \$100 for each offense may be adjudged for the use of the municipality in which the offense occurred.

Validity of Marriages

<http://www.mainelegislature.org/legis/statutes/19-A/title19-Asec657.html>

The Laws of Maine protect the integrity of marriages against errors, oversights, and deceit. When two individuals who obtain a marriage license and go through a ceremony before a person whom they believe to have the power to marry them and consummate the marriage in good faith on the part of either of the persons married, it is a lawful marriage unless it is otherwise void under the law.

A marriage, solemnized before any known inhabitant of the State professing to be a justice, judge, notary public or an ordained or licensed minister of the gospel, is not void, nor is its validity affected by any want of jurisdiction or authority in the justice, judge, notary or minister or by any omission or informality in entering the intention of marriage, if the marriage is in other respects lawful and consummated with a full belief, on the part of either of the persons married, that they are lawfully married.

Marriage on the Ocean

<https://legislature.maine.gov/statutes/1/title1sec2.html>

Couples wishing to be married on the ocean may do so, but the ceremony must take place within 3 miles of land. On the ocean, a distance from shore over 3 miles becomes *International Waters* and any ceremony that takes place on international waters cannot legally be filed in the State of Maine.

Although it is not mandatory, the Department recommends that couples wishing to be married on the ocean have a quick ceremony before leaving shore with the officiant and two witnesses. There are a couple of reasons for this:

- When a wedding is performed on the water, within the three-mile limit, the ‘place of marriage’ becomes where the ship, or boat, docks. If the ship, or boat, docks outside of Maine, then the license issued by the State of Maine is no longer valid.
- As stated above, over three miles is international waters. Again, if the wedding takes place outside the three-mile limit, the marriage license issued by the State of Maine would not be valid.

Performing a ceremony before leaving shore would prevent any concerns as to where the ceremony took place. The license requires the name of the municipality where the marriage occurred. Following this recommendation would easily enable the officiant to supply that information beforehand without any confusion.

A ship’s captain is not automatically able to perform marriage ceremonies in Maine simply because they are the captain of a ship. They must be authorized to perform marriages as specified in Title 19-A M.R.S. § 655. A captain who is not authorized to solemnize marriages by Maine Law may take part in a ceremony as long as an authorized person solemnizes the marriage and completes the marriage license.

Prohibited (Void) Marriages

<https://legislature.maine.gov/statutes/19-A/title19-Asec701.html>

Certain marriages are prohibited by law in Maine. If performed, such marriages are considered void.

- Any marriage performed in another state that would violate any provisions of Maine Law if performed in this State is not recognized in this State and is considered void if the parties take up residence in this State.
- Marriages of persons with their own parents, grandparents, children, grandchildren, brothers or sisters, aunts or uncles, and nieces or nephews are forbidden and are void. Marriages of first cousins are permitted in certain circumstances if a physician's certificate of genetic counseling is presented.
- A person for whom a guardian or limited guardian has been appointed under [Title 18-C, section 5-301](#) may not contract marriage without the approval of the appointed guardian. For persons under limited guardianship, the court must grant the specific power to contract for marriage to the guardian.
- If minors under the age of 18 go through a marriage without appropriate consent, the marriage is “voidable”. The parent or guardian may request to have the marriage annulled. If the parent or guardian does not initiate such action, the marriage is valid.
- A marriage contracted while either party has a living spouse from whom the party is not divorced is void.
- A marriage contracted when either party has failed to submit a certificate or certified copy of the divorce decree or annulment of the last marriage or the death record of the last spouse or when either party has intentionally lied about the number of previous marriages is void.

Municipal clerks need not review personal backgrounds to ensure parties are not attempting to enter into a void marriage. However, if you have reason to believe that this may be the case, the filing of a caution will prevent the issuance of a marriage license until a court can make a ruling. Cautions are described on page 11.

If the parties go through with a marriage and one of the above conditions exists, the marriage may be voided. The Department will verify whether or not the marriage is void and will take the steps necessary to void all records of the marriage.

Marriage License Returned from the Officiant

Examine the CEREMONY section when a marriage license is returned to you for filing to be sure that the section is properly completed and all required signatures are present, including those of the two witnesses. Contact the officiant directly if any information is missing or improperly recorded. If you do not receive a response within 21 days, report the matter to Vital Records for further action.

When you are satisfied that everything is in order, accept the license for filing by signing the license as the registrar and enter the date of filing. Then, complete the Marriage-Officiant and Filing Official section in DAVE within 7 days* after you receive it (“7 days” excludes the day on which the time period begins. It includes weekends and holidays unless the 7th day falls on a weekend or holiday; in that case, the period ends on the next day, which is not a weekend or holiday).

Entering the Completed Marriage License in the EMRS

****Note**** It is recommended to “[Validate Page](#)” after each completed screen.

1. Review the completed marriage license prior to entering into EMRS. Make sure there are **no cross-outs** and the information is **complete**.
2. 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.*
3. 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**.
4. 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.
5. Enter the **Local File Date** and validate the page.
6. Select **Approve Filing** on the left-hand navigation menu. Check the box and select **Affirm**. ***Not all municipal clerk users can approve filing. Clerks must be set up with the appropriate functionality in order to file a marriage certificate.*
7. 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).*

8. 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.*

Marriage License Not Returned after 90 Days

If 90 days from the date of issue has passed and the officiant has not returned the license, it is recommended that the municipal clerk or the Department who issued the marriage license send a registered letter to the parties and the officiant (if known) at the address provided on the marriage intentions. The letter should state that a license has not been returned and to contact the municipal clerk or the Department who issued the license within 15 business days. If contact is not made within that time frame, the municipal clerk or the Department must enter a comment on the marriage case in the EMRS of the date the letter was sent to the parties and officiant with no response.

Correcting a Certificate of Marriage

<https://legislature.maine.gov/statutes/22/title22sec2705.html>

When a person wishes to file an application (VS-7) to correct a certificate of marriage, they must submit the application directly to the Department. The application and instructions to correct a vital record may be found on the Department's website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml> under the vital records requests and information.

If there are questions regarding the correction process, the applicant may contact a staff member by calling the toll-free number of 1-888-664-9491 x4 or (207) 287-6490.

The process for correcting a marriage record that is under 90 days old from the date the marriage was registered (filed) differs from the process for correcting a marriage record greater than 90 days from the date the marriage was registered (filed).

Who may apply for the correction:

- Only the **Officiant** may apply to correct errors in the ceremony section. The application to correct or complete a vital record (VS-7) must be completed as paper-based.
- The **Parties** may apply to correct personal data on themselves. The application to correct or complete a vital record (VS-7) must be completed as paper-based.
- The **Municipal Clerk** may apply to correct clerical errors made in the municipal clerk's office. The application to correct or complete a vital record (VS-7) must be completed electronically. See directions on how to submit an electronic amendment on page 27.

Correcting a Marriage Record within 90 Days:

Parties or the officiant may apply to correct or complete a marriage record within 90 days from the date the record was filed by completing a paper-based application for correcting or completing a marriage record.

The front side of the VS-7 must be completed by the applicant(s) and their signature(s) must be notarized. The application should have both the parties full name(s) as it appears on the record. The incorrect information, along with the item numbers where the error is located, must be printed in the box(es) on the left. The correct information must be printed in the box(es) on the right.

There is no fee to correct a record within 90 days old. If the applicant(s) would like to obtain a certified copy of the corrected record, a \$15.00 fee does apply. Additional copies may be requested at the time of correction, for \$6.00.

Correcting a Marriage Record after 90 Days:

Parties or the officiant may apply to correct or complete a marriage record after 90 days from the date the record was filed by completing a paper-based application for correcting or completing a marriage record, providing two (2) pieces of supporting documentation (see examples below) and the required fee.

The front side of the VS-7 must be completed by the applicant(s) and their signature(s) must be notarized. The application should have both the parties full name(s) as it appears on the record. The incorrect information, along with the item numbers where the error is located, must be printed in the box(es) on the left. The correct information must be printed in the box(es) on the right.

There is a \$60.00 fee to correct a record after 90 days from the date the record was filed and includes a certified copy of the corrected record. Additional copies may be requested at the time of correction, for \$6.00.

All documentation used as evidence to support a correction must be original, certified or attested copies. Documents provided by the applicants will be returned once the correction or completion has been made.

Examples of Supporting Documentation

- Personal Affidavit—located on reverse side of application and can be used by the applicant to correct personal information. The person completing the Personal Affidavit MUST have firsthand knowledge of the information being corrected.
- Officiants may also use the personal affidavit as a form of documentation when correcting errors in the ceremony section.
- Intentions of Marriage
- Other Documents (document must be at least 5 years old). Example: Previous marriage record, death or birth record
- Medical Records
- Records of employment, education, census, selective service or military service
- Voter registration applications
- Newspaper articles
- Guest book showing names of parties and date of marriage
- Church record
- Driver's License (must be at least 5 years old).

Correcting Clerical Errors made by Municipal Clerk

It is the responsibility of the parties to double-check their marriage license when they pick it up. If the marriage license is not reviewed and a clerical error is discovered **90 days** after the marriage record was filed, the parties (or the officiant) must apply to make the correction as described above.

If the clerical error was discovered within 90 days from the date the marriage record was filed, the municipal clerk who issued the marriage license may submit an electronic correction to the marriage case in the EMRS.

How to submit an Administrative Correction in the EMRS

1. Go to Life Events/Marriage/Search and find the marriage record that needs the correction/amendment.
2. Check the Status Bar to make sure the marriage certificate is registered. The status bar should read “License Valid with exceptions/Marriage Valid/Issued/Approved/Registered” and a state file number will be assigned. (The status bar could also say “License Valid/Marriage Valid with exceptions.”)
3. On the left-hand navigation menu under Other Links; select Amendments.
4. The Amendment Page will display.
5. Select Administrative Correction-Marriage from the amendment Type dropdown.
6. Enter a comment in the Description field; select Save.
7. The page will now display an Amendment Menu on the left-hand navigation menu above the Marriage Registration Menu.
8. In the middle of the page, select the correct Page to Amend from the dropdown. The contents of the selected page will appear. Make the correction in the field where the error exists and select Validate Page.
9. If there is another error to correct, start at step 7.
10. After all corrections are made select Validate Amendment.
11. The “Item in Error, Item as it Appears and Item as it Should be” will appear. If the information is correct; select Save.
12. On the left-hand navigation menu under the Amendment Menu; select Amendment Affirmation. The Affirmation page will appear. Affirm the correction by checking the box and select Affirm. The page should now read Authentication Successful.
13. The correction has now been submitted to the Department for review and approval. The municipal or deputy clerk who submitted the correction will receive notification once the correction/amendment has been approved by viewing the messages in the DAVE system, (An e-mail will also be sent to e-mail provided by the clerk on the enrollment form.) Electronic corrections/amendments are normally done the same day. In the event approval is needed immediately; please contact Rebecca Ashley at (207) 287-6490 or Rebecca.Ashley@maine.gov.

14. The record will indicate that an Amendment Exists in the header (located after the state file number, parties' names, and the date of marriage).