VERMONT
DEPARTMENT OF HEALTH

Civil Marriage Checklist for Officiants

Before the Marriage:

_____ Are you legally authorized to perform a wedding in Vermont?

- **If you are a judge or justice**, you must have taken the oath of office, and you must perform the wedding during your term of office.
- **If you have registered with the Secretary of State as a temporary officiant**, you will be authorized to officiate over the marriage identified on the registration form you submitted to the Secretary of State. Your authority to solemnize that marriage will expire at the same time as the corresponding license. For information on registering to be a temporary officiant visit www.sec.state.vt.us or call 802-828-2363.
- **If you are a member of the clergy *and reside in Vermont***, you must be ordained, licensed or authorized by your denomination.
- **If you are a member of the clergy, *but are not a Vermont resident***, you must have special authorization from the Vermont probate court in the county where you will be performing the ceremony, unless you reside in an adjoining state or country and your church, temple, mosque, or other religious organization lies entirely or partly in Vermont. Contact the probate court for details.

_____ Are these individuals eligible to enter into marriage per Vermont law?

_____ **Have *both* individuals *signed and dated*** 15a-16b of the *Vermont License and Certificate of Civil Marriage*, and will the marriage date fall within the "VALID FROM _____ TO_____" dates on the license?

After the Marriage:

_____ Fill out the OFFICIANT section (18a-g) using a typewriter or printing with **permanent black ink**.

OFFICIANT This license authorizes the marriage IN VERMONT ONLY of the above named parties by any person duly authorized to perform a marriage.	
18a. I CERTIFY THAT THE ABOVE PERSONS WERE MARRIED ON (Month, Day, Year)	**18b. WHERE MARRIED – CITY OR TOWN**
18c. SIGNATURE OF PERSON PERFORMING CEREMONY	**18d. TITLE**
18e. NAME (Type/Print)	**18f. TELEPHONE NUMBER**
18g. MAILING ADDRESS OF PERSON PERFORMING CEREMONY (Number and Street, City or Town, State, Zip Code)	

18a. Date of the marriage (write out the name of the month rather than the number (e.g. July 5, 2019, not 7/5/19))
18b. Name of the town/city where ceremony took place (specify City or Town if applicable)
18c. Your signature
18e. Your printed name
18d. Your title (e.g. Temporary Officiant, Minister, Priest, Rabbi, Justice of the Peace, etc.)
18f. Your best contact phone number
18g. Your mailing address

_____ If you are registered with the Secretary of State as a temporary officiant, a copy of the certificate of authorization should be attached to the signed license and returned to the issuing town clerk's office (see 17c.)

_____ Vermont law requires the completed certificate to be returned to the issuing town clerk **within 10 days** for filing. **Do not fold the certificate. Do not give the certificate to the couple.**

Updated July 2019