

INSTRUCTIONS FOR COMPLETING AND FILING THE APPLICATION, LICENSE, AND RECORD OF MARRIAGE

Center for Health Statistics
Office of Disease Prevention and Epidemiology
Public Health Division
Department of Human Services

Mailing Address

Oregon Vital Records

P.O. Box 14050

Portland, OR 97293-0050

Kelly Paige (Vital Records Field Liaison) (971) 673-1166

Darcy Niemeyer (Manager, Registration Unit) at (971) 673-1160

Instructions and forms are also available at

www.oregon.gov/DHS/ph/CHS

Effective January 1, 2008



GENERAL INFORMATION

The Application, License, and Record of Marriage is a legal form. The form should be typed or printed legibly in black or dark blue ink and should not be altered. **All sections of the form need to be completed unless otherwise specified in the instructions.** When issuing the license, make sure all signatures in Items 25, 26, and 28 are complete. Upon return of the license from the marriage officiant, review all entries about the marriage ceremony and register the marriage. Be sure to sign and date the marriage form (Items 34 and 35). Every issuing official must send the original forms received during the preceding month to the Center for Health Statistics on or before the 10th day of each calendar month.

AMENDING DECLARATION OF APPLICATION, LICENSE, AND RECORD OF MARRIAGE FORM

A copy of the amended form is forwarded to the Center for Health Statistics with a letter requesting that a similar amendment be completed by the state.

CHANGES IN THE APPLICATION, LICENSE, AND RECORD OF MARRIAGE FORM 45-4 (01/08)

This form is effective January 1, 2008.

There are two new fields: “Groom’s Legal Name Taken After Marriage” (#11) and “Bride’s Legal Name Taken After Marriage (#22). These fields were added after the passage of House Bill 3120 [2007 Legislative Session], which amends ORS 106.220 to offer more name-change options upon marriage. [See “Name Change Information”.]

Other changes to this form include:

- The “License Expires” date is moved to the top of the form;
- There is a new description (“Legal Surname Prior to 1st Marriage”) for the Father’s Name and Mother’s Name of both Bride and Groom;
- The County of Residence for both Groom and Bride is now in a separate field (#10b and #21b, respectively);
- Affidavit of Age fields for Bride and Groom are now #23 and #24, respectively;
- The groom and Bride are now required to enter a date next to their legal signatures in fields #25 and #26;
- Item 31c. is for the name, address and phone number of the officiant;
- Item 31d. is for name, address and phone number of the authorizing religious congregation or organization of the officiant.

INSTRUCTIONS FOR COMPLETING THE APPLICATION, LICENSE AND RECORD OF MARRIAGE FORM

ON THE TOP PORTION OF THE MARRIAGE RECORD:

Enter the Local File Number in the space provided.

DO NOT write or mark in the space provided for the State File Number. This space is for State use only.

LOCAL OFFICIAL SECTION

Enter the name of the County where the license was obtained.

Enter the dates (Month, Day, and Year) during which the marriage license can be used (“License Effective” and “License Expires”).

Note:

A marriage ceremony **may not be performed before the “License Effective On or After” date**. [3 days after the date on which the application was signed by the applicants]. **See ORS 106.077** for information on waiving this waiting period. If the three day waiting period is waived, check the WAIVER box for the groom and the bride.

A marriage ceremony **may not be performed after the “License Expires (Month, Day, Year)” date**. [60 days after the Effective date].

A marriage performed **outside the time frame** provided by these two dates will be considered **VOID**. The couple will have to procure another license, and be remarried.

CONSENT BOX

Check the consent box for the groom or bride, if a consent form is required and provided.

UPPER PORTION OF THE MARRIAGE LICENSE AND CERTIFICATE:

The upper portion of the marriage record contains the items required for identification of the individuals to whom the marriage license is being issued; when and by whom the license to marry was issued; and when, where and by whom the marriage was performed. These are the items of information usually furnished to establish the fact of marriage.

ITEM 1. GROOM'S NAME (First, Middle, Last)

Type or print the full, current, and **legal** first, middle, and last names of the groom. Do not abbreviate. Do not use nicknames.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

The full name of the groom (along with the full name of the bride) is needed to identify the individuals to be married. It is also used for indexing and querying records of marriage.

ITEM 2. BIRTHPLACE (State or Foreign Country) – Groom

If the groom was born in the United States, enter the name of the State.

If the groom was born in a foreign country or a U.S. territory, enter the name of the country or territory.

If the groom was born in the United States but the State is unknown, enter "U.S. – unknown."

If the Groom was born in a foreign country but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown".

Birthplace is an aid in identification. It is used in such legal processes as verifying facts of citizenship and obtaining passports. It has been used in studies that describe differences in marriage patterns between native and foreign-born persons and among persons born in different States. It may be used to analyze migration

and the effect of migration on marriage. This information is also used in genealogical purposes.

ITEM 3. DATE OF BIRTH (Month, Day, Year) – Groom

Enter the exact month, day, and year that the groom was born.

Enter the full name of the month – January, February, March, etc. do not use a number or abbreviation to designate the month.

Date of birth is used for identification and to calculate the exact age of the groom. Information on age at marriage, in combination with other items on the record, is used to analyze factors affecting family formation.

ITEM 4. AGE - GROOM

Enter the groom's exact age in years at his last birthday. The groom must be 18 or older, or (if 17 years old) present a consent affidavit. [See Item 24.]

Age is used by the local licensing authority to determine whether or not the individuals are of legal age for marriage according to State law. Age is also used to describe and analyze differences in marriage patterns of brides and grooms by race, geographic area, and other characteristics. Having both age and date of birth on the record increases the accuracy of the information.

ITEM 5. SEX

Type or print the sex ("Male") of the groom.

ITEM 6. OCCUPATION

Enter the occupation of the groom at the time of entering into this marriage. The occupation may be a source of income, livelihood, or vocation. Other occupations may be: Student, Unemployed, or Retired.

ITEM 7. PREVIOUS MARITAL STATUS

Type or print the groom's marital status prior to the current marriage ("Single", "Widowed", or "Divorced").

ITEM 8a. FATHER'S NAME (First, Middle, Legal Surname prior to 1st Marriage)

Type or print the first, middle, and last names of the father of the groom. The last name should be the legal surname prior to the father's first marriage, which is generally the last name on the father's birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

The father's name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish the groom's parentage and to provide information for genealogical purposes.

ITEM 8b. BIRTHPLACE (State or Foreign Country) Groom's Father

If the father of the groom was born in the United States, enter the name of the State.

If the father was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the father was born in the United States but the State is unknown, enter "U.S. – unknown."

If the father was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown".

The birthplace of parents is used for identification and genealogical purposes.

ITEM 9a. MOTHER'S NAME (First, Middle, Legal Surname Prior to 1st Marriage)

Type or print the first, middle, and last names of the mother of the groom. The last name should be the legal surname prior to the mother's first marriage, which is generally the last name on the mother's birth certificate. Do not abbreviate.

If the mother is married, widowed, or divorced, be sure to enter her maiden surname, not a last name acquired by marriage.

The mother's name is used for identification. The item can be used to establish the groom's parentage and to provide date for genealogical purposes.

ITEM 9b. BIRTHPLACE (State or Foreign Country) Groom's Mother

If the mother of the groom was born in the United States, enter the name of the State.

If the mother was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the mother was born in the United States but the State is unknown, enter "U.S. – Unknown."

If the mother was born in a foreign country, but the country is unknown, enter "Foreign – unknown."

If no information is available regarding place of birth, enter "Unknown".

The birthplace of parents is used for identification and genealogical purposes.

ITEM 10a. GROOM'S ADDRESS (Street and Number, City or Town, State/Country, and Zip

Enter full address (Number and Street, City, State, Country, and Zip Code).

ITEM 10b. COUNTY OF RESIDENCE

Enter current county of residence.

This item may be left BLANK if residing outside the U.S.

Groom's residence is the place where his household is located. This is not necessarily the same as his "home State," "voting residence," "mailing address" or "legal residence." The city, county, and State entered should be that of the place where the groom actually lives. Never enter a temporary residence, such as one used during a visit, business trip, or vacation. However, place of residence during a tour of military duty or during attendance at college is not considered temporary and should be entered on the certificate as the groom's place of residence.

The groom's residence is used for identification and refers to the place regarded as home up to the time of marriage. It provides the basis for determining the marriage rate for residents of particular areas and for comparing place of marriage with place of residence.

ITEM 11. GROOM'S LEGAL NAME TAKEN AFTER MARRIAGE (First, Middle, Last)

With the passage of House Bill 3120 during the 2007 Legislative Session, the groom may retain his surname (the last name he had prior to the marriage); or change his name to the surname of the Bride; or change his name to a hyphenated combination of his and the Bride's surnames. If the groom requests a surname change, he may also change his middle name to the name that was his surname prior to the marriage. [If the groom wishes to change his last name to a different surname from the ones mentioned in ORS 106.220(1) and outlined above, he must request approval of the court pursuant to ORS 33.140.]

ITEM 12a. BRIDE'S NAME (First, Middle, Last)

Type or print the full, current, and legal first, middle, and last names of the bride. Do not abbreviate.

The full name of the bride (along with the full name of the groom) is needed to identify the individuals to be married. It is also used for indexing and querying records of marriage.

ITEM 12b. MAIDEN SURNAME (If different) – BRIDE

Enter the last name of the bride as given at birth or adoption, not a name acquired by marriage.

This information is used for identification and genealogical purposes.

ITEM 12c. PREVIOUS NAME (If different) – BRIDE

Enter the full name previously used by the bride if it is different from the current legal name or maiden name.

This information is used for identification and genealogical purposes.

ITEM 13. BIRTHPLACE (State or Foreign Country) – BRIDE

If the bride was born in the United States, enter the name of the State.

If the bride was born in a foreign country or a U.S. territory, enter the name of the country or territory.

If the bride was born in the United States but the State is unknown, enter “U.S. – unknown.”

If the bride was born in a foreign country but the country is unknown, enter “Foreign – unknown.”

If no information is available regarding place of birth, enter “Unknown”. Do not leave this item blank.

Birthplace is an aid in identification. It is used in such legal processes as verifying facts of citizenship and obtaining passports. It has been used in studies that describe differences in marriage patterns between native and foreign-born persons and among persons born in different States. It may be used to analyze migration and the effect of migration on marriage. This information is also used in genealogical research.

ITEM 14. DATE OF BIRTH (Month, Day, Year) – BRIDE

Enter the exact month, day, and year that the bride was born.

Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.

Date of birth is used for identification and to calculate the exact age of the bride. Information on age at marriage, in combination with other items on the record, is used to analyze factors affecting family formation. Having both age and date of birth on the record increases the accuracy of the information.

ITEM 15. AGE – BRIDE

Enter the bride’s exact age in years at her last birthday.

The bride must be 18 or older, or (if 17 years old) present a consent affidavit. [See Item 23.]

Age is used by the local licensing authority to determine whether or not the individuals are of legal age for marriage according to State law. Age is also used

to describe and analyze differences in marriage patterns of brides and grooms by race, geographic area, and other characteristics. Having both age and date of birth on the record increases the accuracy of the information.

ITEM 16. SEX

Type or print the sex (“Female”) of the bride.

ITEM 17. OCCUPATION

Enter the occupation of the bride at the time of entering into this marriage. The occupation may be a source of income, livelihood, or vocation. Other occupations may be: Student, Unemployed, or Retired.

ITEM 18. PREVIOUS MARITAL STATUS

Type or print the bride’s marital status prior to the current marriage (“Single”, “Widowed”, or “Divorced”).

ITEM 19a. FATHER’S NAME (First, Middle, Legal Surname Prior to 1st Marriage) – BRIDE

Type or print the first, middle, and last names of the father of the bride. The last name should be the legal surname prior to the father’s first marriage, which is generally the last name on the father’s birth certificate. Do not abbreviate.

Entries of Jr., Sr., II, and so forth, following the last name are acceptable.

The father’s name is used for identification and for legal matters such as consent to marry when required by State law. The item can be used to establish the bride’s parentage and to provide information for genealogical purposes.

ITEM 19b. BIRTHPLACE (State or Foreign Country) – BRIDE’S FATHER

If the father of the bride was born in the United States, enter the name of the State.

If the father was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the father was born in the United States but the State is unknown, enter “U.S. – unknown.” If the father was born in a foreign country, but the country is unknown, enter “Foreign – unknown.”

If no information is available regarding place of birth, enter “Unknown”.

The birthplace of parents is used for identification and genealogical purposes.

ITEM 20a. MOTHER’S NAME (First, Middle, Legal Surname Prior to 1st Marriage) – BRIDE

Type or print the first, middle, and maiden surname of the mother of the bride. The last name should be the legal surname prior to the mother’s first marriage, which is generally the last name on the mother’s birth certificate. Do not abbreviate.

If the mother is married, widowed, or divorced, be sure to enter her maiden surname, not a last name acquired by marriage.

The mother’s name is used for identification. The item can be used to establish the bride’s parentage and to provide data for genealogical purposes.

ITEM 20b. BIRTHPLACE (State or Foreign Country) – BRIDE’S MOTHER

If the mother of the bride was born in the United States, enter the name of the State.

If the mother was born in a foreign country or U.S. territory, enter the name of the country or territory.

If the mother was born in the United States but the State is unknown, enter “U.S. 0 unknown.”

If the mother was born in a foreign country, but the country is unknown, enter “Foreign – unknown.”

If no information is available regarding place of birth, enter “Unknown”. Do not leave this item blank.

The birthplace of parents is used for identification and genealogical purposes.

ITEM 21a. BRIDE’S ADDRESS (Street and Number, City or Town, State/Country, and Zip) – BRIDE

ITEM 21b. COUNTY OF RESIDENCE – BRIDE

Enter current county of residence.

This item may be left BLANK if residing outside the U.S.

Bride’s residence is the place where her household is located. This is not necessarily the same as her “home State,” “voting residence,” “mailing address” or “legal residence.” The city, county, and State entered should be that of the place where the bride actually lives. Never enter a temporary residence, such as one used during a visit, business trip, or vacation. However, place of residence during a tour of military duty or during attendance at college is not considered temporary and should be entered on the certificate as the bride’s place of residence.

The bride’s residence is used for identification and refers to the place regarded as home up to the time of marriage. It provides the basis for determining the marriage rate for residents of particular areas and for comparing place of marriage with place of residence.

ITEM 22. BRIDE’S LEGAL NAME TAKEN AFTER MARRIAGE (First, Middle, last)

With the passage of House Bill 3120 during the 2007 Legislative Session, the bride may retain her surname (the last name she had prior to the marriage); or change her name to the surname of the Groom; or change her name to a hyphenated combination of her and the Groom’s surnames. If the bride requests a surname change, she may also change her middle name to the name that was her surname prior to the marriage. [If the bride wishes to change her last name to a different surname from the ones mentioned in ORS 106.220(1) and outlined above, she must request approval of the court pursuant to ORS 33.140.]

ITEM 23. AFFIDAVIT OF AGE – BRIDE

Type or print the Name and Address of the Affiant (the person providing the affidavit of proof of the bride’s age) if an affidavit of age is provided..

ITEM 24. AFFIDAVIT OF AGE – GROOM

Type or print the Name and Address of the Affiant (the person providing the affidavit of proof of the groom’s age) if an affidavit of age is provided..

ITEM 25. GROOM’S LEGAL SIGNATURE and DATE

The groom must sign his full legal name and date his signature in black or dark blue ink.

The signature is a legal item attesting that the information provided is correct and that the groom is entitled to marry under the laws of the State.

ITEM 26. BRIDE’S LEGAL SIGNATURE and DATE

The bride must sign her full legal name and date her signature in black or dark blue ink.

The signature is a legal item attesting that the information provided is correct and the bride is entitled to marry under the laws of the State.

ITEMS 27-29 TO BE COMPLETED BY THE COUNTY CLERK ISSUING THE LICENSE

ITEMS 30-33 TO BE COMPLETED BY THE OFFICIANT

ITEM 30a DATE OF MARRIAGE

Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.

The date of marriage MUST fall within the “License Effective” and “License Expires” dates. See Notes on these dates in the Instructions for the top portion of the form.

This is a legal item showing when the marriage actually occurred. It is needed to assure that the license was valid at the time of the ceremony. It is used statistically to count the number of marriages that occur during a specified period of time. It may be used in combination with other items on the certificate for analysis of marriage trends and characteristics.

ITEM 30b WHERE MARRIED – CITY, TOWN OR LOCATION

Enter the name of the city, town, or location in Oregon where the marriage ceremony took place.

ITEM 30c COUNTY

Enter the name of the county in Oregon where the marriage ceremony took place.

This is a legal item that establishes whether the marriage was performed within an authorized geographical area. It may also be used for statistical analysis of marriage by place of occurrence.

ITEM 31a SIGNATURE OF PERSON PERFORMING CEREMONY (OFFICIANT)

ITEM 31b TITLE

Type or print the title (e.g., Reverend or Judge) of the officiant.

The name and title of the officiant are used to determine whether a legally authorized person performed the marriage ceremony.

ITEM 31c PRINT NAME AND ADDRESS OF OFFICIANT (PERSON PERFORMING CEREMONY)

Type or print the full name, mailing address, and phone number of the person performing the marriage ceremony.

ITEM 31d. NAME AND ADDRESS OF THE AUTHORIZING RELIGIOUS CONGREGATION OR ORGANIZATION OF OFFICIANT

Type or print the full name, address, and phone number of the organization (religious or civil) of the person performing the marriage ceremony. The organization must be in existence at the time the marriage is solemnized. Internet addresses are not acceptable.

This information is used to facilitate querying.

ITEM 32-33 WITNESS NAME (PRINT)

The names of the two witnesses to the ceremony should be printed in these spaces.

ITEM 34. SIGNATURE OF COUNTY OFFICIAL

The county clerk or other official responsible for filing the certificate of marriage with the State office of vital statistics should sign his or her full name in permanent black ink.

ITEM 35. DATE FILED BY COUNTY OFFICIAL (Month, Day, Year)

The local official should enter the exact month, day, and year that the marriage certificate was filed.

The signature of the local official and the date filed are legally required items that authenticate the certificate and prove that the certificate was properly filed within the time period specified by law.

STATISTICAL PORTION

ORS 432.010 Required Statistical Information: THE INFORMATION BELOW WILL NOT APPEAR ON THE CERTIFIED COPIES OF THE RECORD.

The lower portion of the form contains confidential information. This information (items 36 through 41b) is separated from the identifying information and is excluded from certified copies of the record. The information is used for a wide range of research purposes.

Enter **“REFUSED”** in each item that is not completed.

ITEM 36. GROOM’S SOCIAL SECURITY NUMBER

Type or print the Social Security number, or enter “None” or “Unknown” or “Refused”.

ITEM 37. BRIDE’S SOCIAL SECURITY NUMBER

Type or print the Social Security number, or enter “None” or “unknown” or “Refused”.

ITEM 38 NUMBER OF THIS MARRIAGE (First, Second, etc., specify)

ITEM 38a GROOM

ITEM 38b BRIDE

Enter the number of this marriage for the groom and for the bride.

If he or she has never been married prior to this marriage, enter “First.”

If he or she has been married prior to this marriage, enter the number of this marriage – “Second,” “Third,” etc.

This information is used to study how population growth and childbearing patterns are affected by disruption and resumption of marriage and to examine the trend of marriages by previous marital history. Number of this marriage has been shown to be related to age at marriage, stability of the marriage, and fertility of the couple.

ITEM 39. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED

ITEM 39a. BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (SPECIFY BELOW) – GROOM

If the groom was previously married, enter death, dissolution, divorce, or annulment to describe the manner in which the last marriage ended. If never previously married enter “Never Married”.

ITEM 39b. DATE (Month, Day Year)

Enter the exact month, day, and year that the groom’s last marriage (in ITEM 39a) ended. You may use the alpha abbreviation for the month. Do not use a number to designate the month.

Specify the date of the death of a previous spouse or the date when the last dissolution, divorce, or annulment became final. If the groom or bride was never previously married, leave this item blank.

ITEM 39c. BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (SPECIFY BELOW) – BRIDE

If the bride was previously married, enter death, dissolution, divorce, or annulment to describe the manner in which the last marriage ended. If never previously married enter “Never Married”.

ITEM 39d. DATE (Month, Day, Year)

Enter the exact month, day, and year that the bride’s last marriage (in ITEM 39a) ended. You may use the alpha abbreviation for the month. Do not use a number to designate the month.

Specify the date of the death of a previous spouse or the date when the last divorce, dissolution, or annulment became final. If the bride was never previously married, leave this item blank.

Information from items 39 a-d permits the study of the interval between the date of remarriage and the date of dissolution of the last marriage, by type of dissolution. It is used for constructing marriage “life tables,” which show the likelihood of widowhood, divorce, and remarriage after a given age. It is also used for planning by the Social Security Administration, by pension funds, and by the county clerk for determining whether the parties are free to marry.

ITEM 40. RACE (American Indian, Black, White, etc.) OPTIONAL

ITEM 40a GROOM

ITEM 40b BRIDE

Enter the race of both the groom and bride.

For Asians and Pacific Islanders, enter the national origin, such as Chinese, Japanese, Korean, Filipino, or Hawaiian.

If the groom or bride is of mixed race, enter both races or origins.

Race is essential in producing marriage data for minority groups. It is used to study marriage patterns and childbearing experience for racial groups. Race is an important variable in studies of population growth and family formation. Marriage data by race are needed to ensure that all racial groups are adequately represented in detailed studies of family formation.

ITEM 41. EDUCATION (Specify highest grade completed)

Elementary/Secondary (0-12) or College (1-4 or 5+)

ITEM 41a. GROOM

ITEM 41b. BRIDE

Enter the highest number of years of regular schooling completed by the groom and by the bride in either the space for elementary/secondary school or the space for college. An entry should be made only in one of the spaces for the groom and in one for the bride. The other space should be left blank. Report only those years of school that were completed.

A person who enrolls in college but does not complete one full year should not be identified with any college education in this item.

Count formal schooling only. Do not include beauty, barber, trade, business, technical, or other special schools when determining the highest grade completed.

Education is an indicator of socioeconomic status and is used in combination with other items on the certificate to measure patterns and differences.