

# INSTRUCTIONS FOR OBTAINING A MARRIAGE LICENSE

## Where to apply:

**Residents of the State of Maine** must record notice of their intentions to marry in the office of the clerk of the municipality in which at least one of them resides. If only one of the parties resides in Maine, the parties must record notice of their intentions to marry in the office of the clerk of the municipality in which the resident party resides. Once the intentions are filed and the license is issued, the parties are free to marry anywhere within the State of Maine. The license is valid for a period of 90 days from the date the intentions are filed.

**Out-of-State Residents** must file their intentions to marry in any municipal office. Once the intentions are filed and the license is issued, the parties are free to marry anywhere within the State of Maine. The license is valid for a period of 90 days from the date the intentions are filed.

## REQUIREMENTS

### Intentions of Marriage

The bride and groom must complete an Intention of Marriage form. The bride and groom's signatures must be acknowledged before an official authorized to take oaths, e.g. notary public.

The marriage license is valid for 90 days from the date the intentions are filed.

No blood tests are required.

### Record of Social Security Numbers

The bride and groom must file a Record of Social Security Numbers. This document is not for public inspection.

### Filing Fee

The filing fee is \$30.00 (\$15.00 per applicant).

### Previous Marriage(s)

If either the bride or groom has been previously married, **a certified copy of the death or divorce decree**, whichever ended the previous marriage, must be presented to the clerk where the intentions of marriage are filed. The certified copy must be presented to the clerk prior to the processing of the marriage license.

A certified copy of a divorce decree may be obtained from the clerk of courts in the county where the divorce was filed. The clerk of courts will certify the document using an embossed seal. ***Photocopies are not accepted.***

A certified copy of a death certificate may be obtained from the clerk in the town/city of the place of death. The clerk will certify the document using an embossed seal. *Photocopies are not accepted.*

## **STEPS OF THE MARRIAGE PROCESS**

**Step 1:** The Bride and Groom must complete an Intentions of Marriage form and a Record of Social Security Numbers form at the office of the clerk where the intentions are filed.

The filing fee of \$30.00 is paid at the time of filing.

The certified death/divorce decree(s), if applicable, is presented to the clerk at the time of filing. The marriage license will not be processed without the proper decree(s).

Proof of identity, e.g. driver's license, passport, state I.D. must be provided to the clerk at the time of filing.

Couples filing in Phippsburg, the Town Office is located at:

1042 Main Road  
Phippsburg, ME 04562  
Telephone: (207) 389-2653

**Couples who file in Phippsburg should contact the Phippsburg Town Office from 9-1, 2-5 Weekdays at 389-2653. The Town Clerk has limited hours and is available by appointment only.**

**Step 2:** The marriage license is completed by the officiant legally qualified to perform a marriage in Maine, and signed by two witnesses. The officiant is required to file the license within 7 working days of the ceremony with the clerk where the license was issued.

**Step 3:** After the marriage license is filed with the Town Clerk, a certified copy(s) may be obtained at the Town Office during normal business hours for a fee of \$10.00 for the 1<sup>st</sup> copy and \$5.00 for any additional copies made at the same time.

**Note: Forms (Marriage Intentions and Record of Social Security Number) can be downloaded at [www.phippsburg.com](http://www.phippsburg.com)**