



WEDDING INFORMATION FORM

\$10.00 License Processing Fee
\$200.00 Suggested Donation to Charity of Couple's Choice
(in Lieu of Payment to Mayor)

CEREMONY INFORMATION

Wedding Date _____

Time of Wedding _____

Location of Ceremony _____

Couple's Names _____ and _____

WITNESS INFORMATION

Witness #1 Name _____

City/State of Residence _____

Witness #2 Name _____

City/State of Residence _____

CONTACT INFORMATION (select one)

Name _____

Address _____

Phone _____

Email _____

DONATION INFORMATION

Donation will be made to: _____

Please make check payable to the charity of the couple's choice. Cash will not be accepted.

STAFF USE

Processing Fee Paid _____

Donation Paid _____

Books Updated _____

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Under Michigan law the Mayor of a municipality has the authority to officiate at a marriage ceremony conducted within Oakland County.

This service is offered by the Mayor of Birmingham under the following conditions:

1. The Mayor's availability is the sole determining factor in responding to a request to officiate at a marriage ceremony. Please note that the Mayor is selected at the first City Commission meeting in November each year. The Mayor is free to establish his/her own calendar of availability.
2. The ceremony must take place within Oakland County at a location agreed upon by the Mayor.
3. The Schedule of Fees, Charges, Bonds, and Insurance establishes the license processing fee of \$10.00. In lieu of payment to the Mayor for officiating at the ceremony a donation to the charity of the couple's choice, in the amount of \$200.00, is suggested. These fees must be paid, at the City Clerk's Office, at least three days prior to the ceremony.
4. Ceremonies conducted at City Hall must take place during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday).
5. The parties to the marriage assume responsibility for all wedding arrangements. This includes but is not limited to determining availability of and possible conflicting activities in a City park if the wedding is scheduled to take place in same. A permit is needed for large scale weddings in City Parks. Contact Parks and Recreation for additional information – 248.530.1640.

Questions? Please contact the City Clerk's Office at 248.530.1880.