

THIS MARRIAGE LICENSE MAY BE USED ANYWHERE IN THE STATE OF MICHIGAN ONLY

READ – IMPORTANT: OFFICIANTS (JUDGES, MAGISTRATES & CLERGY PERSONS)

1. PRINT OR TYPE at the bottom of BOTH ORIGINAL CERTIFICATES in **black ink preferably**.
2. Include the **PLACE** and **DATE** of Marriage. The ceremony must be performed **AFTER** the date issued and **ON** or **BEFORE** the expiration date on the marriage license, otherwise it will be **CANCELLED**.
3. Sign and print your **NAME, TITLE, and COMPLETE ADDRESS**. **(DO NOT USE Officiant or Ordained or the license will be rejected.** Acceptable titles include Minister, Reverend, Clergy, Imam, Rabbi, Priest, Deacon, etc. If you were ordained online, visit the website to determine your correct title.)
4. Two **witnesses over the age of 18 must sign** on the signature lines and type or print their names below on the designated lines.
5. The **applicants must sign** on the signature lines and type or print their names below on the designated lines. Although not required, **if an applicant intends to change their last name to the spouse's last name, it is suggested to sign the marriage license accordingly.**
6. Give **ONE ORIGINAL CERTIFICATE** to the applicants (as a keepsake copy).
7. ****It is your legal responsibility to RETURN the SECOND ORIGINAL CERTIFICATE to the Clerk's office within 10 days to the address below (return envelope is provided): If the couple returns the license, they MUST HAVE BOTH originals with them at the time of filing.**

Oakland County Clerk
Marriage Licenses
1200 N. Telegraph Rd.
Pontiac, MI 48341-0413

APPLICANTS: AFTER YOUR MARRIAGE CEREMONY

1. The person officiating your wedding will give you **one** original marriage license (**as a keepsake copy**) after signing it and will return one original to the Clerk's Office. **DO NOT bring your keepsake copy to the Clerk's Office to obtain certified copies.** (If you intend on changing your last name to your spouse's last name, it is suggested you sign the license with that name.) **If the couple returns the license, they MUST HAVE BOTH originals with them at the time of filing.**
2. **Certified copies of your marriage certificate are NOT automatically sent to you.**
3. To order certified copies, you need to wait 7-10 days after the officiant has sent in the original license. The fee is \$15 for one copy, \$5 for each additional copy. You can order in person (Cash/Visa/MC/Discover), by mail (money order only), or online (credit card) at www.oakgov.com/vitals (there is a \$2.50 online fee). Checks are not accepted.
4. **To change your last name on legal documentation** you will need to **request and purchase a certified copy of your marriage certificate.** Social Security and Secretary of State offices will need a **certified copy** to change your last name. Contact other agencies or banking institutions for their requirements. For information on changing your last name on your passport, go to the website: www.travel.state.gov.

****Pursuant to MCL 551.104 and MCL 551.107, it is the duty of the person officiating to RETURN the ORIGINAL certificate within 10 DAYS to Oakland County Clerk at the above address to ensure a PROPER LEGAL RECORD of the marriage. Failure to comply with the above Provisions is a misdemeanor and is punishable by law. Pursuant to MCL 551.104, it shall be the duty of the clergy person or magistrate to keep an accurate record of all marriages solemnized in a book expressly for that purpose.**

DO NOT MAKE ANY CHANGES on the marriage license. If a correction is needed, contact this office at 248-858-0568.

NOTE: A MARRIAGE BY PROXY IS NOT LEGAL IN THE STATE OF MICHIGAN.