

Officiant's Guide to Completing the Marriage License

All officiants are responsible for completing the following fields on a marriage license:

- Date of marriage (month, day, year)
- Ceremony type (select one)
 - ☐ Civil ceremony (Name of Court, RIGL Bill No., or Secretary of State Document No.)
 - ☐ Religious Ceremony (Name of Ministry/Denomination of Officiant)
- City/Town of marriage
- Officiant's address (street or P.O. Box number, city or town, state, zip code)
- Officiant's printed name
- Signature of officiant
- Witness 1 – Printed name
- Signature of Witness 1
- Witness 2 – Printed name
- Signature of Witness 2



It is important to neatly complete all fields on the marriage license. Records submitted with illegible or missing information may delay the certification and filing of the marriage.

If you are using the One-Day Marriage Officiant Certification program:

Officiants who have received a Certificate Authorizing the Solemnization of Marriage through the One-Day Marriage Officiant Certification program at the RI Department of State will check **civil ceremony** and enter the certificate number in the space shown below.

Officiant	Date of Marriage (month, day, year)	<input type="checkbox"/> Civil Ceremony (Name of Court, RIGL Bill No. or Secretary of State Document No.)	<input type="checkbox"/> Religious Ceremony (Name of Ministry / Denomination of Officiant)
	City/ Town of Marriage	Officiant's Address (street or PO number, city or town, state, zip code)	
	OFFICIANT-Printed Name	Signature of Officiant-I certify that the above-named persons were married in Rhode Island.	
Witnesses	WITNESS 1-Printed Name	Signature of Witness 1	
	WITNESS 2-Printed Name	Signature of Witness 2	