

Instructions for the Officiant

As a person authorized to perform marriage ceremonies, you will be provided with three forms.

Two forms that are returned to the Court Clerk's Office

The following two forms must be returned within 10 days after the ceremony to the Court Clerk's Office that issued the marriage license, either in person or by mail to the address below.

1. **This form itself, "Instructions for the Officiant"**

Please *print* all information on this form below.

2. **The original marriage license**

As the officiant, please print the information in boxes 29-37, with the exception of box 32 which is for your signature. Please note that the names of witnesses should be printed; their signatures are not needed.

One form that is retained by the couple

3. **A copy of the license stamped "duplicate" or "copy"**

This copy is for the couple to keep for their records.

Name of person performing ceremony (please **print**):

Phone number of person performing ceremony:

Name of first witness (please **print**):

Name of second witness (please **print**):

Court Clerk's Office, Douglas County District Court

Judicial & Law Enforcement Center • 111 E. 11th Street, lower level • Lawrence, KS 66044

(785) 832-5227 • www.douglas-county.com • hours: 8:00-12:00, 1:00-4:30