



## OFFICIANT INSTRUCTIONS

This memo explains what you need to do to correctly complete your portion of the marriage license.

In the ceremony section, completely answer each question listed below.

**Print legibly and use black ink only.**

- 30a            Date of marriage
- 30b            Print the city, town, or location where the marriage took place
- 30c            Print the name of the county where the marriage took place
- 31a            Your signature
- 31b            Print your title, such as reverend or minister. Note that officiant is a role in the ceremony, not a personal title
- 31c            Print your complete name, address and telephone number
- 31d            Print the complete name of your authorizing organization
- 32 & 33        Print the names of the witnesses

Return the license to the county where it was purchased within **5 days** of the ceremony. Use the enclosed envelope or mail to:

**Lane County Marriage Desk  
125 E 8<sup>th</sup> Ave  
Eugene OR 97401**

It is important that the ceremony section be complete and correct. If it is not, the registration of the marriage license will be delayed or unacceptable to the State of Oregon.

Thank you for your attention to these details. If you have any questions, please call the Lane County Marriage License section at 541-682-3653.