

## Marriage License Checklist

The person who performs the marriage ceremony is responsible for getting the license returned to the Register of Deeds Office within ten (10) days after the ceremony is performed.

The marriage license may be used any where in the State of North Carolina however it must be returned to the county where it is issued. For example, you can apply for and purchase your marriage license in Beaufort County, get married in Pitt County, but you must return the license to Beaufort County.

The license cost \$60.00 (Effective September 1, 2009). Thirty dollars of the cost is forwarded to the State of North Carolina and is credited to the Domestic Violence Center Fund. Five dollars of the cost is forwarded to the NC Children's Trust Fund.

The license must be used within 60 days from the date issued to be valid (remember some months have 31 days-make sure you count all the days in the month not just 60 days from the date you obtain the license). Expired, unused license must be returned to the Register of Deeds.

Both pages of the license must be completed by the person performing the ceremony (officiant section) as shown on the license:

- \*Date of Marriage
- \*Place of Marriage (City, Town, Township, County)
- \*Signature of Person Performing the Ceremony
- \*Title of Person Performing the Ceremony, Example: Minister, Magistrate
- \*Printed or Typed Name of Person Performing the Ceremony
- \*Address of Person Performing the Ceremony

Two (2) Witnesses are required:

- \*Both Witnesses must sign both copies of the license-their names must also be printed or typed below their signatures-their address must be printed or typed below their printed name.

Example:

To any ordained minister of any religious denomination, minister authorized by a church, federally or state recognized Indian nation or tribe, magistrate, or any other person authorized to solemnize a marriage under the laws of this State, you are hereby authorized, at any time within 60 days from the date hereof, to celebrate the proposed marriage at any place within this State. The minister or other person celebrating this marriage is required within 10 days to return this license to the Register of Deeds who issued the license. Failure to do so subjects person celebrating marriage to a forfeiture of \$200.00 to anyone who sues for the same.

SWORN TO AND SUBSCRIBED BEFORE ME THIS  
 October 19, 2017  
 Carolyn L. Garris, REGISTER OF DEEDS  
 Patricia Columbus, DEPUTY ASSISTANT

|                  |                                                                |         |     |      |                                                              |
|------------------|----------------------------------------------------------------|---------|-----|------|--------------------------------------------------------------|
|                  | 21a. CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON      | MONTH   | DAY | YEAR | 21b. PLACE OF MARRIAGE - COUNTY                              |
|                  |                                                                | October | 23, | 2017 | Washington, NC, Beaufort County                              |
| <b>OFFICIANT</b> | 21c. SIGNATURE OF OFFICIANT<br><i>Rutter Gray Smith</i>        |         |     |      | 21d. TITLE<br>Minister (Rev., Pastor, Priest, etc)           |
|                  | 21e. NAME OF OFFICIANT (PRINT/TYPE)<br>Rutter Gray Smith       |         |     |      | 21f. ADDRESS<br>124 Birg Circle Washington NC 27889          |
| <b>WITNESSES</b> | 22a. SIGNATURE OF WITNESS<br><i>Ellie Elizabeth Hodges</i>     |         |     |      | 22b. SIGNATURE OF WITNESS<br><i>Otis Ray Alligood</i>        |
|                  | 22c. NAME OF WITNESS (PRINT/TYPE)<br>Ellie Elizabeth Hodges    |         |     |      | 22d. NAME OF WITNESS (PRINT/TYPE)<br>Otis Ray Alligood       |
|                  | 22e. ADDRESS OF WITNESS<br>2832 River Rd. Chocowinity NC 27817 |         |     |      | 22f. ADDRESS OF WITNESS<br>3952 Village Rd. Pantego NC 27860 |

All of the above information must be completed on both pages of the marriage license in original ink.

Both pages of the marriage license have to be returned to the Register of Deeds. One copy is kept in the Register of Deed file as a public record. The copy with the Social Security numbers is sent to Vital Records in Raleigh, NC.

Any errors on the certificate must be identified by the parties at the time the license is issued or there will be a \$10.00 fee to make the correction after the license is used. Effective 7.1.17 there will be a \$5.00 fee for correcting and reprinting an unused license

A certified copy of the Marriage License is available from the Register of Deeds office after the ceremony has been performed and the license has been returned to the Register's office. You must request the certified copy. It is not automatically mailed to you. The cost is \$10.00 for each certified copy.



# BEAUFORT COUNTY

North Carolina

## Register of Deeds Office

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CAROLYN L GARRIS, Register of Deeds

Dear Officiant:

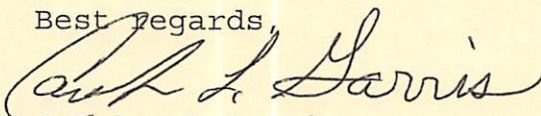
North Carolina General Statute 51-16 requires that you, as officiant of this marriage, are to return both copies of the completed license to the Register of Deeds within ten (10) days of the marriage ceremony. Delegating this responsibility to another person should be done with caution.

Recently, we have had several problems related to individuals other than the officiant returning the completed license. The most serious occurred after an officiant entrusted a couple to return the license to the Register of Deeds office. The couple has a disagreement and one of the parties to the marriage destroyed the license. Now, there is no public record substantiating that this marriage occurred. If possible, I highly recommend you to either mail the license back to us in the envelope we provide or return the license personally to the office.

In addition, I ask that you review the forms before completing the required information. Please provide the requested information in each field, complete in entirety both pages of the marriage license. Type or neatly print the information in the sections that ask you to do so. Have the witnesses sign in the appropriate sections and provide complete addresses, including zip code. Doing so enables us to complete the registration process accurately and in a timely manner.

If you have any questions or need additional information, please contact our office at the number listed below. Thank you advance.

Best regards,

  
Carolyn L Garris