



# **Marriage / Civil Union License Guide**

**Douglas County Office of Clerk and Recorder:**

**Recording Office**

301 Wilcox Street

PO Box 1360

Castle Rock, CO 80104

Phone: 303-660-7446

Email: [Recording@douglas.co.us](mailto:Recording@douglas.co.us)

 **DOUGLAS**  
**RECORDING** 

# *Congratulations!*

Now that you've decided to make it official, the Douglas County Recording Office is here to help. When applying for a Marriage or Civil Union License, please follow the steps and general requirements listed here.

## **Begin the License process by applying online**

This will significantly speed up the processing time when a couple appears for their appointment in the Recording office to obtain their license. Scan the QR code to the right to complete the online application and to schedule an appointment. Please note:

- All online fields must be completely filled out.
- Successful submission of the online application will result in the issuance of a transaction number.
- Write down the transaction number as it will be needed in the Recording office at the time of your scheduled appointment.
- Once the online application is complete, schedule an appointment.
- The license will not be issued until both parties appear for their appointment in the Recording Office with all other required documents. Please see online FAQ for details.
- **THE LICENSE MUST BE USED IN THE STATE OF COLORADO WITHIN 35 DAYS OF BEING ISSUED.**



## **After the Ceremony: Recording the License and Making Name Changes**

- **THE LICENSE MUST BE RETURNED TO THE COUNTY WHERE IT WAS ISSUED WITHIN 63 DAYS OF THE CEREMONY DATE FOR RECORDING.**
  - After 63 days, a minimum late fee of \$20 will be assessed, with an additional \$5 assessed each day thereafter, not to exceed \$50 per Colorado Revised Statute 14-2-109(1). Postmark date will be used to calculate late fees.
- **The license must be recorded before any name changes can be made.**
  - Name changes with Social Security must be complete at least 24 hours before making a Driver License name change.
- **Additional name change information:**
  - **Social Security Card:** call 1-800-772-1213 or visit [www.ssa.gov](http://www.ssa.gov)
  - **Driver License:** visit [dmv.colorado.gov/change-your-name-your-credential](http://dmv.colorado.gov/change-your-name-your-credential)
  - **Motor Vehicle Registration:** call Douglas County Motor Vehicle at 303-660-7440 or visit [mydmv.colorado.gov](http://mydmv.colorado.gov). For financed vehicles, please notify your financing institution. Sometimes a financing institution will not allow a name change until the loan is satisfied.
  - **Voter Registration:** visit [GoVoteColorado.gov](http://GoVoteColorado.gov)
  - **Passport:** visit [travel.state.gov](http://travel.state.gov).
  - **Bank Accounts:** contact your bank/financial institution
  - **Credit Cards:** contact your credit card companies

## **Certified Copies of the License**

- Do not give your original License to any other party. The Recording Office cannot replace the original document.
- A **certified copy** of the License or application may be obtained from the Recording Office for **\$1.25 per copy**. Request copies by mail using the form available here:



Instructions for Completing Your Certificate

- Do not write or make any marks in the top two portions of the document, marked **A** and **B** in the example below.
- Fill in the required information on the Certificate portion of the document marked **C** as indicated in the example below.

A

Recorded this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. \_\_\_\_\_ County Clerk  
Recording No. \_\_\_\_\_ Marriage Record Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

RECORDING OFFICE  
USE ONLY -  
MAKE NO MARKS

B

THIS LICENSE VALID ONLY IN COLORADO  
35 DAYS FROM DATE OF ISSUE.  
NOTE: THIS IS A MARRIAGE LICENSE - NOT A MARRIAGE CERTIFICATE. IF IT IS NOT USED, THE PERSON TO WHOM IT IS DELIVERED MUST RETURN IT PROMPTLY TO THE COUNTY CLERK AND RECORDER WHO ISSUED IT.

**MARRIAGE LICENSE**  
STATE OF COLORADO.

To any person or religious society Authorized by Law to Perform the Marriage Ceremony:

**GREETING:**  
*You are hereby authorized to join in marriage*

*of*

*of*

*and of this license you will make due return to my office.*

*Witness, my hand and the seal of my office at*  
*this \_\_\_\_\_ day of \_\_\_\_\_*

*County Clerk*  
*Deputy Clerk*

RECORDING OFFICE  
USE ONLY -  
MAY NOT BE EDITED  
AFTER ISSUE

C

**MARRIAGE CERTIFICATE**

STATE OF COLORADO,  
County of **COUNTY WHERE CEREMONY HELD** } ss.  
*It is hereby certified that on the DAY OF CEREMONY day of MONTH OF CEREMONY  
YEAR OF CEREMONY at LOCATION, CITY/TOWN OF CEREMONY*  
*in said county, the undersigned, did join in Matrimony in accordance with the laws  
of the state of Colorado and the authorization of the foregoing license*

*of*

**RECORDING OFFICE USE ONLY -  
MAY NOT BE EDITED AFTER ISSUE**

*and*

*of*

*Witness, my hand the day and year last above written.*

OPTIONAL OFFICIANT SIGNS HERE  
Signature of Officiating Party  
OPTIONAL TITLE OF OFFICIANT HERE  
Print Title of Officiating Party

OPTIONAL WITNESS SIGNATURE(S) HERE  
Witness Signature **DO NOT OBSCURE ANY OTHER PRINTED PORTION  
OR OUTER MARGINS OF DOCUMENT WITH  
SIGNATURES - MAY BE CAUSE FOR REJECT**

PARTY ONE SIGNS HERE  
Party One Signature  
PARTY TWO SIGNS HERE  
Party Two Signature

ENTER COUNTY (MUST  
BE IN COLORADO),  
DAY, MONTH, YEAR,  
AND LOCATION WHERE  
CEREMONY WAS HELD  
THESE ENTRIES ARE ALL  
REQUIRED AND LICENSE  
MAY BE REJECTED  
IF NOT COMPLETE

PARTY ONE AND  
PARTY TWO  
SIGNATURES REQUIRED

RETURN TO **PRE-PRINTED RETURN ADDRESS TO RETURN RECORDED DOCUMENTS TO**

63 DAY NOTICE  
THIS MARRIAGE CERTIFICATE MUST BE FORWARDED TO THE COUNTY CLERK AND RECORDER SHOWN ON THE TOP OF THIS FORM, BY THE PERSON OR PARTY SOLEMNIZING THE MARRIAGE,  
WITHIN 63 DAYS OF SOLEMNIZATION.

FAILURE TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN 20 (TWENTY) DOLLARS, PAYABLE BY THE SOLEMNIZING PERSON OR PARTY, AN ADDITIONAL FIVE-DOLLAR LATE FEE MAY  
BE ASSESSED FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM OF FIFTY DOLLARS FOR PURPOSES  
OF DETERMINING WHETHER A LATE FEE SHALL BE ASSESSED PURSUANT TO THIS SUBSECTION (1), THE DATE OF FORWARDING SHALL BE DEEMED TO BE THE DATE OF THE POSTMARK. CRS  
14-2-109(1)

MAKE NO MARKS