

The license **must** be:

- Used in the State of Colorado.
- Signed by Party One and Party Two within 35 days of issuance.
- Returned to the county where it was obtained **within 63 days of 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

**Certified Copies:**

Certified copies of Douglas County Marriage Licenses as well as marriage license applications are available through this office. If you are requesting a copy of the marriage license application a photocopy of your valid ID is required. Copies may be ordered in person or by mail. If ordering by mail, please include payment made payable to Douglas County Clerk. To avoid an additional charge for shipping and handling (S&H), please include a self addressed stamped envelope (SASE). Otherwise, please include \$1.00 for S&H of up to 5 copies, or \$4.00 for S&H of 6 or more copies. Certified copies are \$1.25 each.

**YOUR LICENSE MUST BE RECORDED BEFORE ANY  
NAME CHANGES CAN BE MADE!!**

**Name changes with Social Security MUST be done  
24 hrs before going to Drivers License.**

1. **Social Security Card:** Please contact Social Security at **1-800-772-1213** or visit **www.ssa.gov**. Forms are available online for your name change.
2. **Driver's License:** Call **303-205-5600** or visit them at 301 Wilcox, Castle Rock, CO 80104. **www.mydmv.colorado.gov**
3. **Motor Vehicle Registration:** If your vehicle is financed, you must notify your financing institution to process this change. Sometimes a financing institution will not allow a name change until your loan is satisfied. For more information call 303-660-7440 or go online to **www.douglas.co.us/clerk/motorvehicle**.
4. **Bank Accounts:** Please check with your bank to find out what documents they require to change your name on your account.
5. **Credit Cards:** We suggest you contact your credit card companies for their requirements.
6. **Voter Registration:** Your voter registration can be changed at the Driver's License Bureau or visit **www.douglasvotes.com**.
7. **Passport:** Please visit **www.travel.state.gov** for passport requirements, locations, and fees or call **1-877-487-2778**. Douglas County Recording is a passport acceptance facility.

**Do not leave your original marriage license with any one. This office cannot replace the original document.**

# Marriage/ Civil Union License Guide



**Douglas County Clerk & Recorder**  
**301 Wilcox St**  
**PO Box 1360**  
**Castle Rock, CO 80104**  
**303-660-7446**  
**recording@douglas.co.us**

If you have any questions please contact the Clerk & Recorder's office at (303) 660-7446.

To complete the Marriage Certificate, fill in the blanks with the following information:

1. The county in which the ceremony was held
2. The date of the ceremony
3. The month of the ceremony
4. The year of the ceremony
5. The place of the ceremony (CITY)
6. Signature of individual officiating ceremony  
(Leave blank if self marrying)
7. Title of officiant  
(Leave blank if self marrying)
8. Signature of Party One
9. Signature of Party Two
10. Signature of witnesses (Optional)

Please Do Not Write Here


Recording Use Only

Recorded this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M \_\_\_\_\_ County Clerk

Recording No. \_\_\_\_\_ Marriage Record Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

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*

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**MARRIAGE CERTIFICATE**

STATE OF COLORADO, **1** } ss. **2** day of **3**  
County of \_\_\_\_\_

*It is hereby certified that on the*  
**4** *at* **5**  
*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* \_\_\_\_\_ *and* \_\_\_\_\_

*of* \_\_\_\_\_

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

\_\_\_\_\_  
**6**  
Signature of Officiating Party

\_\_\_\_\_  
**7**  
Print Title of Officiating Party

\_\_\_\_\_  
**10**  
Witness Signature

\_\_\_\_\_  
**8**  
Party One Signature

\_\_\_\_\_  
**9**  
Party Two Signature

RETURN 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)

FORM M-4b, Approved by the Office of the State Registrar of Vital Statistics, Revised 07/2013