

# 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 anywhere 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. 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: **(see example below)**

- \*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

Jennifer Leggett Whitehurst  
REGISTER OF DEEDS

*Patricia Columbus*  
DEPUTY ASSISTANT

	21a. I 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				21d. TITLE
	<i>Porter Gray Smith</i>				Minister (Rev., Pastor, Priest, etc)
	21e. NAME OF OFFICIANT (PRINT/TYPE)				21f. ADDRESS
	Porter Gray Smith				124 Bing Circle Washington NC 27889
<b>WITNESSES</b>	22a. SIGNATURE OF WITNESS				23a. SIGNATURE OF WITNESS
	<i>Ellie Elizabeth Hodges</i>				<i>Otis Ray Alligood</i>
	22b. NAME OF WITNESS (PRINT/TYPE)				23b. NAME OF WITNESS (PRINT/TYPE)
	Ellie Elizabeth Hodges				Otis Ray Alligood
	22c. ADDRESS OF WITNESS				23c. ADDRESS OF WITNESS
	2832 River Rd. Chowinity NC 27817				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.