



County Recorder Marriage Processing Checklist

Created 05/10/2019

Accepting an Application for Marriage

- Ensure all **required** fields on the paper application have been completed.
 - This includes “last name prior to any marriage” for both parties.
- An ‘X’ should appear in fields that are not required and information is not provided.
- There should be no scribbles, parentheses, symbols, or white out.
 - “Full legal name change adopted through marriage” must be clear and legible for both parties.

Accepting a Signed Certificate of Marriage Document

- No alterations to fields 1a through 12.
- No cross-outs or scribbles in the **signatures** of the parties to marry, witnesses or officiant fields; 13a, 14a, 15a, 16a or 17a
- No more than a single line cross-out in any other fields (excludes fields 1a through 12)
- No white out on the document.
- No large stains (coffee, beverage, other) on the document.
- Counties must enter the Date of Ceremony (**field 18a**) from the paper Certificate of Marriage into IVES as the Date of Marriage on the Marriage Return tab.
 - Do not use the date from the Date Signed fields 13c, 14c, 15c, 16c or 17c.
- The Date Filed (**field 19b**) on the paper Certificate of Marriage must match the Date Filed in IVES on the Marriage Return tab.

The Date of Marriage must appear correctly on the back of the paper Certificate of Marriage.