

# COUNTY RECORDER MARRIAGE PROCESSING

County registrar offices are required by Iowa Code section 595 to accept marriage applications by providing all appropriate marriage documents to applicants and to register the marriage. The County Recorder Marriage Processing document provided by the Bureau of Health Statistics is a guide to assist in processing marriages. The step-by-step data entry process in creating the marriage application and registering the marriage through the Iowa Vital Event System (IVES) is provided in the County Recorder User Manual.

## Application for License to Marry in Iowa Packet

1. Application for License to Marry in Iowa\*
2. Applicant Instructional Handout
  - \*\*\*Additional documents that may be requested at time of Application
  - a. Consent for Minor to Marry form\*
  - b. 3-Day Waiver form\*

## Accepting an Application for Marriage

1. Ensure all required fields on the paper application have been completed
2. An 'X' should appear in fields that are not required, and information is not provided.
  - a. This includes "last name prior to any marriage"
3. The application must be clear and free of scribbles, parentheses, symbols, or white out  
"Full legal name change adopted through marriage" must be clear and legible

## Issuance of the Marriage Packet

The following documents must be provided to all individuals who are issued a License to Marry in Iowa:

1. Two copies of the License to Marry in Iowa\*
  - a. One copy is for the couple being married
  - b. One copy is to be presented to the officiant
2. Certificate of Marriage form specific to parties being married\*
3. Important Information Regarding Your Upcoming Marriage document specific to the parties being married
4. Customer Review of the Certificate of Marriage Checklist
5. Officiant Brochure
6. Address Update Form

\* Indicates document is printed from IVES with applicant-specific information.

## Request to Cancel Application to Marry in Iowa and License to Marry

The Request to Cancel Application to Marry in Iowa and License to Marry form documents Party A or Party B's request to cancel the marriage application and acknowledging the certificate of marriage cannot be signed or filed. The county registrar may also use this form to report the applicant's failure to pick up the marriage license packet within 6 months of issuance or to document the cancellation request by one or both parties if they are not able to complete the form.

### Instructions:

1. The Request to Cancel Application to Marry in Iowa and License to Marry form is to be completed either by the Party A, Party B or by the county registrar or designee
2. The marriage application and any supporting documentation (waiver, minor consent, etc.) must be scanned and attached to the marriage record in IVES
3. Email the completed form to the Bureau of Health Statistics assigned field representative.
4. The Bureau of Health Statistics to deactivate the marriage application in IVES

## Accepting a Signed Certificate of Marriage Document

The County Registrar offices shall thoroughly review the Certificate of Marriage document prior to registering the event in IVES. Guidelines for accepting are:

1. All fields are completed as directed
2. No alterations to fields 1a through 12
3. No cross-outs or scribbles in the signatures of the parties to marry, witnesses or officiant fields 13a, 14a, 15a, 16a or 17a
4. No more than a single line cross-out in any other fields (excludes fields 1a through 12)
5. No white out on the document
6. No large stains (coffee, beverage, other) on the document

County registrar offices must access the marriage record in IVES, and register the electronic record

1. Counties must ensure they are entering the Date of Ceremony (field 18a) from the paper Certificate of Marriage into IVES as the Date of Marriage on the Marriage Return tab
  - a. Do not use the date from the Date Signed fields 13c, 14c, 15c, 16c or 17c
2. The Date Filed (field 19b) on the paper Certificate of Marriage must match the Date Filed in IVES on the Marriage Return tab
3. The Date of Marriage must appear correctly on the back of the paper Certificate of Marriage

## Rejecting a Signed Certificate of Marriage Document

1. County registrar offices must reject a Certificate of Marriage if the document contains any of the following from the list notice under acceptance. If the Certificate of Marriage is not acceptable, the county registrar shall:
  - a. Keep the original Certificate of Marriage until the new document is received
    - i. If a new document is not received within 6 months of notice to the parties, contact the Bureau of Health Statistics for guidance
  - b. Print a new Certificate of Marriage from IVES
  - c. All parties must resign the new Certificate of Marriage
2. Couple married in another state
  - i. Contact the Bureau of Health Statistics for guidance

## Issuing a certified copy of a Certificate of Marriage after filing

1. The free certified copy issued at time of registration must be printed from IVES as a data record  
**DO NOT issue certified copies of the original Certificate of Marriage paper document that has the signatures on it**
2. A copy of the original Certificate of Marriage must be retained by the county registrar for 6 months
  - a. Destroy the copy after 6 months

## Reporting to State

1. Send original Certificate of Marriage documents with the Marriage report to the Bureau of Health Statistics weekly