



Marriage Processing

Reminders & Recommended Practices

All certified copies of a certificate of marriage (new requests) must be printed from IVES as a data record.

1. DO NOT use the signed certificate of marriage that is returned to your office for marriages that originated from IVES for the free certified copy issued at the time of registration
 - a. These are marriages where the application date is July 1, 2016 or forward
2. Do NOT keep a copy of the signed certificate of marriage for purposes of providing the document to the public
 - a. You may retain a copy for purposes of ensuring the documents are received at IDPH
 - b. You may scan and attach a copy of the certificate of marriage to IVES prior to mailing

Review all returned Certificate of Marriage documents

1. The original Certificate of Marriage must be REJECTED and resigned if:
 - a. There are any cross-outs in the signatures of the parties to marry, witness or officiant
 - b. There is more than a single line cross-out in any other fields
 - c. If there is white out on the document
 - d. Stains (coffee, beverage, other)

When in doubt, call the Vital Record's office **before** you register the record.

Marriage applications are a public record when the license to marry have been provided to the couple

1. Marriage licenses that have not been picked up by the couple within 6 months are VOID
2. Email your field representative with the identifying marriage license information to have the record marked VOID
3. All social security numbers MUST be redacted from the application to marry when a public record request is made
4. Recommended office procedure for retaining completed marriage applications
 - a. When you receive a new marriage application, enter the SSN into the IVES marriage system
 - b. Verify that the social security number is accurate
 - c. Immediately redact the number from the marriage application
 - d. Scan and attach the marriage application to IVES
 - i. Verify scan is complete
 - e. Shred original application