

# MARRIAGE LICENSES

## **Where to apply:**

Residents of the State of Maine shall record notice of their intentions to marry in the municipal office of the municipality in which at least one of them resides. If only one of the parties resides in Maine, the parties shall record notice of their intentions to marry in the municipal office of the municipality in which the resident party resides. Once the intentions are filed and the license is issued, the parties are free to marry anywhere within the State of Maine. The license is valid for a period of 90 days from the date the intentions are filed.

Out-of-State Residents must file their intentions to marry in any municipal office. Once the intentions are filed and the license is issued, the parties are free to marry anywhere within the State of Maine. The license is valid for a period of 90 days from the date the intentions are filed.

## **Requirements:**

### **Intentions of Marriage**

The bride and groom wishing to record notice of their intentions of marriage shall submit an application for recording notice of their intentions of marriage. The bride and groom's signatures must be witnessed by the Town Clerk or notarized.

No blood tests are required.

### **Record of Social Security Numbers**

The bride and groom must file a Record of Social Security Numbers. This document is not for public inspection.

### **Filing Fee**

The filing fee is \$40.

### **Previous Marriage(s)**

If either the bride or groom has been previously married, **a certified copy of the death or divorce decree**, whichever ended the previous marriage, must be presented to the clerk where the intentions of marriage are filed. The certified copy must be presented to the clerk prior to the issuance of the marriage license.

A **certified copy** of a divorce decree may be obtained from the clerk of courts in the court where the divorce was filed. The clerk of courts will certify the document using an embossed seal, or stamp. **Photocopies are not accepted.**

A **certified copy** of a death certificate may be obtained from the clerk in the town/city of the place of death. The clerk will certify the document using an embossed seal. **Photocopies are not accepted.**

Couples who file in Richmond may appear in the Town Office, Monday thru Thursday from 7 a.m. to 5 p.m. The office is closed weekends and holidays.

The **certified death/divorce decree(s)**, if applicable, is presented to the clerk at the time of filing. The marriage license will not be issued without the proper decree(s).

Proof of identity, e.g. driver's license, passport, state I.D. must be provided to the clerk at the time of filing.

The marriage license is completed by the officiant legally qualified to perform a marriage in Maine, and signed by two witnesses. The officiant is required to file the license within 7 working days of the ceremony with the clerk where the license was issued.

### **Obtaining Certified Copies**

Certified copies of the license are available at the municipal office where the intentions were filed. A fee of \$15.00 for the first copy, plus \$6.00 for each additional copy is required.

To request certified copies from the Town of Richmond, the State of Maine requires you to fill out the Vital Record request form, and provide a copy of your driver's license, state ID or passport.

If obtaining the certified copy in person, the Town of Richmond accepts checks, money orders and cash. **If obtaining via mail, only money orders are accepted.** If paying by check or money order, please make payable to the Town of Richmond.

If mailing the request, please mail to:

Town Clerk  
P.O. Box 159  
Richmond, ME 04357

Sincerely,  
Ryan Chandler, Town Clerk  
(207) 737-4305 Ext. 202  
[townclerk@richmondmaine.com](mailto:townclerk@richmondmaine.com)

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# State of Maine Intention of Marriage

**INSTRUCTIONS:** Please type or clearly print with ink. Complete every item carefully, sign the certification statement, and return an application to the municipality in which at least one applicant resides. If neither applicant is a Maine resident, return the application to any municipality. The License and Certificate of Marriage will be prepared from the information on this form. It is valid only for marriages performed in the State of Maine.

<b>GROOM SECTION</b>				
1a. FIRST NAME		1b. MIDDLE NAME	1c. LAST NAME	1d. JR., ETC.
2. AGE LAST BIRTHDAY	3. GROOM'S RESIDENCE - State	4. FATHER'S NAME (First, Middle Initial, Last)		5. Father's BIRTHPLACE (State or Foreign Country)
6. MOTHER'S NAME (First, Middle Initial, Maiden Surname)			7. Mother's BIRTHPLACE (State or Foreign Country)	
<b>BRIDE SECTION</b>				
8a. FIRST NAME		8b. MIDDLE NAME	8c. MAIDEN SURNAME	8d. CURRENT LAST NAME
9. AGE LAST BIRTHDAY	10. BRIDE'S RESIDENCE - State	11. FATHER'S NAME (First, Middle initial, Last)		12. FATHER'S BIRTHPLACE (State or Foreign Country)
13. MOTHER'S NAME (First, Middle Initial, Maiden Surname)			14. MOTHER'S BIRTHPLACE (State or Foreign Country)	
<b>MARITAL STATUS SECTION</b>				
<b>GROOM</b>		<b>BRIDE</b>		
Number of This Marriage	15. If Previously Married, Last Marriage Ended		Number of This Marriage	16. If Previously Married, Last Marriage Ended
17. First, Second, etc. (Specify)	<input type="checkbox"/> DEATH	<input type="checkbox"/> DIVORCE	<input type="checkbox"/> ANNULMENT	18. First, Second, etc. (Specify)
	DATE: (Mo., Day, Yr.): _____ / _____ / _____		DATE: (Mo., Day, Yr.): _____ / _____ / _____	
	NAME OF FORMER SPOUSE: _____		NAME OF FORMER SPOUSE: _____	
Is groom currently registered with the state of Maine as a domestic partner? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, year registered: _____		
Is bride currently registered with the state of Maine as a domestic partner? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, year registered: _____		
19. LOCATION OF COURT: _____		20. LOCATION OF COURT: _____		

**First cousins are required by law to obtain a certificate of genetic counseling by a physician. Are you first cousins**  Yes  No  
 I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I AM FREE TO MARRY UNDER THE LAWS OF MAINE.

» \_\_\_\_\_  
 Signature of Groom  
 Telephone Number (optional): \_\_\_\_\_

» \_\_\_\_\_  
 Signature of Bride  
 Telephone Number (optional): \_\_\_\_\_

Personally appeared before me the above named and made oath to the truth and foregoing statement:

» \_\_\_\_\_  
 (Signature of Notary Public/Municipal Clerk)

» \_\_\_\_\_  
 (Signature of Notary Public/Municipal Clerk)

My term expires: \_\_\_\_\_  
 State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 Town/City of \_\_\_\_\_

My term expires: \_\_\_\_\_  
 State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 Town/City of \_\_\_\_\_

Marriage is planned to take place on _____ at _____	
<small>Date (Mo., Day, Yr.)</small>	<small>Location</small>
Officiant (if known) will be: _____	Title: _____
	<small>(Religious/Civil) Telephone # (optional)</small>
Officiant's Address _____	
<small>Street</small>	<small>City State Zip Code</small>

### CONFIDENTIAL INFORMATION (MUST BE COMPLETED BY BRIDE AND GROOM)

21a. GROOM'S COUNTY	21b. GROOM'S CITY	21c. GROOM'S ADDRESS	21d. GROOM'S DATE OF BIRTH	21e. GROOM'S PLACE OF BIRTH
22a. BRIDE'S COUNTY	22b. BRIDE'S CITY	22c. BRIDE'S ADDRESS	22d. BRIDE'S DATE OF BIRTH	22e. BRIDE'S PLACE OF BIRTH

**DO NOT WRITE BELOW THIS LINE - MUNICIPAL CLERK USE ONLY**

Social Security requirement has been met:    yes     no     Date Intentions Filed (Mo., Day, Yr.): \_\_\_\_\_

**Confidential Record of Social Security Numbers Required for  
State of Maine Marriage Licenses**

Pursuant to Maine State law, Title 19A, section 651(2), when an application (intentions form) for a marriage license is submitted in the State of Maine, the applicants shall provide the Clerk with the Social Security numbers of both the bride and the groom.

Groom's Full Name: \_\_\_\_\_

Groom's Social Security Number: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Bride's Social Security Number: \_\_\_\_\_

I hereby certify that the above information is true and correct to the best of my knowledge. **Town Clerk or Deputy Clerk must witness signatures.**

Groom's Signature: \_\_\_\_\_

Bride's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

I hereby certify that I will record the above Social Security numbers as required by state law and this record will remain confidential and not open for public inspection.

Town Clerk or Deputy Clerk: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_