



Newaygo County Clerk
1087 E. Newell Street, PO Box 885
White Cloud, Michigan 49349
(231) 689-7235

INSTRUCTIONS FOR COMPLETING THE NEWAYGO COUNTY MARRIAGE LICENSE

The Newaygo County Clerk's Office has prepared these guidelines and instructions to assist in completing the Certificate of Marriage portion of the Marriage License issued by this County. We have provided instructions below for the Applicants as well as the Officiant performing the ceremony. Should you have questions or if you would like additional copies of these guidelines, contact the Newaygo County Clerk's Office by mail or telephone at the information provided above.

TO THE APPLICANTS:

- Please provide both originals of the enclosed license together with these instructions to the person performing the marriage ceremony.
- ***Following the ceremony, you will be given one original (with the "Gold Seal") to keep.***
- Should you need a certified copy of your marriage license to take care of legal matters, you may obtain one from the Newaygo County Clerk's Office following the ceremony and after the second original has been filed with the County Clerk's Office. At the time the certified copy is provided, you will be required to pay the appropriate fee.

Your Marriage License has an expiration date. Failure to use the license before the expiration date will invalidate the license requiring both originals to be RETURNED immediately to the County Clerk's Office. If you are unable to use the license prior to expiration, but still intend to marry, another application must be made, and the appropriate fee paid, before a new license will be issued.

TO THE OFFICIANT – Your Legal Duties Subject To Penalties Under Law:

- Please type or print the Certificate of Marriage portion of the marriage license. **Black ink is preferred. No white-out or cross-outs are allowed.**
- Both originals require the signatures of both applicants. **If an applicant plans to assume their partner's name, they should print and sign the marriage license with their partner's last name after the ceremony has occurred.**
- Confirm City, Village or Township – Mailing Address DOES NOT always designate jurisdiction. ****see back for list of official jurisdictions within Newaygo County****
- Witnesses MUST be 18 years of age or older. Witnesses are required to sign the marriage license. The Witnesses' names **must** be typed or printed under their signatures.
- Your signature is required; your **name and title must** be typed or printed on the line next to your signature. Your address is also required to be typed or printed on the license below your signature.
- You are required to return the ORIGINAL marriage license to the Office of the Newaygo County Clerk **within ten days of the ceremony**, either in the envelope provided or in person.
- Provide the DUPLICATE original **with the "Gold Seal"** to the couple following the ceremony.

Michigan Law (MCL 551.104) - Requirements of the Officiant:

- ✓ It is the duty of the individual officiating at the marriage to: fill in the blank spaces on the certificate indicating the date and place of the marriage; the names of the two witnesses; as well as **your signature, name, title and address, which certifies that the marriage has been performed.**
- ✓ Any and all information required to be filled in other than signatures shall be typewritten or legibly printed.
- ✓ The officiant shall separate the two originals of the marriage license, delivering one original to the parties joined in marriage and return the other original within ten days to the county clerk issuing the marriage license.

ANY MISTAKE MADE IN FILLING OUT THE MARRIAGE LICENSE WILL REQUIRE ALL PARTIES INVOLVED TO APPEAR AT THE COUNTY CLERK'S OFFICE TO REDO THE LICENSE. A \$20 FEE WILL BE CHARGED.

How to complete Certificate of Marriage on your Wedding Day:

Certificate of Marriage

I hereby certify that, in accordance with the above license, the persons herein mentioned were joined in marriage,

in _____ Official jurisdiction in the County⁺, County of _____ County Name _____ Michigan,

on the _____ "twenty-seventh" or "27th" day of _____ January _____ A.D. 20 19 _____, in the presence of

SIGNATURE OF OFFICIANT/CERTIFIER

NAME AND TITLE OF OFFICIANT/CERTIFIER (TYPE OR PRINT)

FULL MAILING ADDRESS OF OFFICIANT/CERTIFIER

SIGNATURE OF WITNESS

NAME OF WITNESS (TYPE OR PRINT)

SIGNATURE OF SPOUSE

PRINTED NAME OF SPOUSE

+ Official jurisdictions within Newaygo County:

Newaygo County Cities:

Fremont
Grant
Newaygo
White Cloud

Newaygo County Villages:

None

Newaygo County Townships:

Ashland Township
Big Prairie Township
Croton Township
Ensley Township
Goodwell Township
Lilley Township
Monroe Township
Sherman Township

Barton Township
Bridgeton Township
Dayton Township
Everett Township
Grant Township
Lincoln Township
Norwich Township
Troy Township

Beaver Township
Brooks Township
Denver Township
Garfield Township
Home Township
Merrill Township
Sheridan Township
Wilcox Township

++ Common Officiant Title Examples: Ordained Minister, Pastor, Priest, Rabbi, Reverend