



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<sup>+</sup>, County of County Name Michigan,  
on the "twenty-seventh" or "27th" day of January A.D. 20 19, in the presence of

*John Doe*

SIGNATURE OF OFFICIAIT/CERTIFIER

*John Doe, TITLE++*

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

123 Nowhere Street, Hometown, State 98765

FULL MAILING ADDRESS OF OFFICIAIT/CERTIFIER

*Bailey Brown*

SIGNATURE OF WITNESS

Bailey Brown

NAME OF WITNESS (TYPE OR PRINT)

*Alex Johnson*

SIGNATURE OF SPOUSE

Alex Johnson

PRINTED NAME OF SPOUSE

*Jesse Miller*

SIGNATURE OF WITNESS

Jesse Miller

NAME OF WITNESS (TYPE OR PRINT)

*Taylor Johnson*

SIGNATURE OF SPOUSE

Taylor Johnson

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