

Instructions for Officiants

The couple you are performing a ceremony for will give you two copies of their marriage license which was obtained from our office.

The top copy (with the gold seal) is their copy to keep and holds no legal value.

The bottom copy will be returned to our office. As the officiant, it is your responsibility to ensure that the bottom copy is returned to us within 30 days of the ceremony (Idaho Code §32-402). Whether you bring it in or mail it in is your choice.

Please fill in both the top and the bottom portions. On the reverse side you will see an example of how to fill these in. The blanks are as follows:

- 1:** Your name
- 2:** Your capacity (minister, priest, etc.)
- 3:** The city you reside in
- 4:** The county you reside in
- 5:** The abbreviation of the state you reside in
- 6:** The date you performed the ceremony (this date must be after the date the license was issued)
- 7:** The month you performed the ceremony
- 8:** The year you performed the ceremony
- 9 :** The city in which you performed the ceremony
- 10:** The county in which you performed the ceremony
- 11 and 12:** If witnesses were present, print their names here, otherwise leave blank (*witnesses are not required in Idaho*)
- 13, 14, and 15:** The date, month, and year the ceremony was performed (this should be the same date in spaces 6, 7, and 8)
- 16 and 17:** If witnesses were present they will sign in these spaces
- 18:** Your signature
- 19:** Your mailing address including city, state, and zip code
- 20:** Your phone number (bottom portion only)

After you have completed both forms, you may return the bottom portion to our office to the following address:

Kootenai County Recorder's Office
PO Box 9000
Coeur d'Alene, ID 83816-9000

EXAMPLE

↓ APPLICANT'S COPY

K.C. Recorder
PO Box 9000
Coeur d'Alene, ID 83816-9000

STATE OF IDAHO

County File No. 1377132000

COUNTY OF KOOTENAI

Marriage License

KNOW ALL PERSONS BY THIS CERTIFICATE: That any regularly ordained minister of the Gospel, authorized by the rites and usages of the church or denomination of Christians, Hebrews, or religious body of which said minister is a member, or any judge or magistrate, or competent officer to whom this may come, not knowing of any lawful impediments thereto, is hereby authorized and empowered to solemnize the rites of Matrimony between:

GROOM AND BRIDE
1. Full Name RICHARD WALTER JENKINS 9. Full Name ELIZABETH ROSEMOND TAYLOR
2. Address: HOLLYWOOD LOS ANGELES CA 10. Address: LOS ANGELES LOS ANGELES CA
City County State City County State
3. Age 88 4. Race OTHER 5. Single 6. Widowed 7. Divorced 11. Age 82 4. Race OTHER 5. Single 6. Widowed 7. Divorced
8. Birthplace: City PONTRHYDYFEN State/Country SOUTH WALES 16. Maiden Name if previously married TAYLOR
17. Birthplace: City HAMPSTEAD GARDEN State/Country ENGLAND

And to certify the same to said parties, or either of them under the signature and seal, of said minister of official capacity, and thereupon is required to deliver the original to the parties so married.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal.

at COEUR D'ALENE, KOOTENAI COUNTY, IDAHO,
this 9th day of September, A.D. 2014

JIM BRANNON

Recorder

Paige Pl Deputy

Marriage Certificate

1. ASHLEIGH SUGGS, a (n) ordained minister
residing in the city of 3 Spokane, in the County of 4 Spokane, in the State of 5 WA do certify
that, in accordance with the authority on me conferred by the above license, I did on this 6 10th day of 7 September
in the year A.D. 8 2014 in the city of 9 Coeur d'Alene, in the County of 10 Kootenai, in the State of Idaho,
solemnize the rites of matrimony between RICHARD WALTER JENKINS of HOLLYWOOD
in the County of LOS ANGELES, of the State of CA
and ELIZABETH ROSEMOND TAYLOR of LOS ANGELES in the County of LOS ANGELES
of the State of CA, in the presence of 11 Howard Taylor and 12 Cecilia Jenkins
WITNESS My Hand of the County aforesaid, this 13 10th day of 14 September, A.D. 15 2014
In the presence of
16 Howard Taylor and 17 Cecilia Jenkins
Official's Signature 18 Ashley Suggs
Mailing Address 19 PO Box 9000
Spokane, WA 99201

↓ KOOTENAI COUNTY'S COPY

K.C. Recorder
PO Box 9000
Coeur d'Alene, ID 83816-9000



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State File No. _____
County File No. 1377132000

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GROOM AND BRIDE
1. Full Name RICHARD WALTER JENKINS 9. Full Name ELIZABETH ROSEMOND TAYLOR
2. Address: HOLLYWOOD LOS ANGELES CA 10. Address: LOS ANGELES LOS ANGELES CA
City County State City County State
3. Age 88 4. Race OTHER 5. Single 6. Widowed 7. Divorced Y 11. Age 82 4. Race OTHER 5. Single 6. Widowed 7. Divorced Y
8. Birthplace: City PONTRHYDYFEN State/Country SOUTH WALES 16. Maiden Name if previously married TAYLOR
17. Birthplace: City HAMPSTEAD GARDEN State/Country ENGLAND

And to certify the same to said parties, or either of them under the signature and seal, of said minister of official capacity, and thereupon is required to deliver the original to the parties so married.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal.

at COEUR D'ALENE, KOOTENAI COUNTY, IDAHO,
this 9th day of September, A.D. 2014

JIM BRANNON

Recorder

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residing in the city of 3 Spokane, in the County of 4 Spokane, in the State of 5 WA do certify
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solemnize the rites of matrimony between RICHARD WALTER JENKINS of HOLLYWOOD
in the County of LOS ANGELES, of the State of CA
and ELIZABETH ROSEMOND TAYLOR of LOS ANGELES in the County of LOS ANGELES
of the State of CA, in the presence of 11 Howard Taylor and 12 Cecilia Jenkins
WITNESS My Hand of the County aforesaid, this 13 10th day of 14 September, A.D. 15 2014
In the presence of
16 Howard Taylor and 17 Cecilia Jenkins
Official's Signature 18 Ashley Suggs
Mailing Address 19 PO Box 9000
Spokane, WA 99201
County Recorder, Book _____, Page _____
Date Received _____
By County Recorder _____; Signature _____
Official's Phone 20 (208) 446-1495 Date Received _____
By State Registrar _____

(Use typewriter and/or black ink)

This copy for Bride and Groom

Official should send this copy back to the County Recorder immediately