

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.

PLEASE NOTE:

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 (Printed)
- 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

