



# Officiant's Guide to Completing the License & Certificate of Marriage

Rhode Island Department of Health  
Center for Vital Records, Room 101  
3 Capitol Hill  
Providence, RI 02908  
401-222-2813

Barrington Town Clerk	401-247-1900
Bristol Town Clerk	401-253-7000
Burrillville Town Clerk	401-568-4300
Central Falls City Clerk	401-727-7400
Charlestown Town Clerk	401-364-1200
Coventry Town Clerk	401-822-9173
Cranston City Clerk	401-461-1000
Cumberland Town Clerk	401-728-2400
East Greenwich Town Clerk	401-886-8606
East Providence City Clerk	401-435-7596
Exeter Town Clerk	401-294-3891
Foster Town Clerk	401-392-9200
Glocester Town Clerk	401-568-6206
Hopkinton Town Clerk	401-377-7777
Jamestown Town Clerk	401-423-9801
Johnston Town Clerk	401-351-6618
Lincoln Town Clerk	401-333-1100
Little Compton Town Clerk	401-635-4400
Middletown Town Clerk	401-847-0009
Narragansett Town Clerk	401-789-1044
New Shoreham Town Clerk	401-466-3200
Newport City Clerk	401-846-9600

North Kingstown Town Clerk	401-294-3331
North Providence Town Clerk	401-232-0900
North Smithfield Town Clerk	401-767-2200
Pawtucket City Clerk	401-728-0500
Portsmouth Town Clerk	401-683-2101
Providence City Registrar	401-421-7740
Richmond Town Clerk	401-539-2497
Scituate Town Clerk	401-647-2822
Smithfield Town Clerk	401-233-1000
South Kingstown Town Clerk	401-789-9331
Tiverton Town Clerk	401-625-6703
Warren Town Clerk	401-245-7340
Warwick City Clerk	401-738-2006
West Greenwich Town Clerk	401-392-3800
West Warwick Town Clerk	401-822-9201
Westerly Town Clerk	401-348-2500
Woonsocket City Clerk	401-767-9248

Prior to the ceremony, the couple will present their License & Certificate of Marriage to you. Please confirm with them that the information on the certificate is accurate. If there are any corrections that need to be made, please have the couple contact the clerk's office where the certificate was issued.

It is important to read all the instructions before completing the certificate. Any errors may cause a delay in the issuing of a certificated copy. Directions are also provided on the reverse side of the marriage certificate for your convenience.

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When completing the marriage license, please be aware of the following requirements:

### **Filling out the certificate**

All entries must be made in ***BLACK INK*** to ensure a clear image on microfilm or photocopy. **DO NOT USE** blue ink, water-soluble ink or a felt-tipped pen.

### **Corrections:**

Please consult with the city or town office where the license was issued to make corrections.

## **Officiant's Information**

Please complete the officiant's information fields on the certificate. Clearly print your name and current address.

### **Civil Ceremony**

Only Rhode Island civil servants as defined in RIGL 15-3-5, or those authorized by the Rhode Island General Assembly may perform civil ceremonies.

- If you are a judge, specify the name of the court over which you preside.
- If the Rhode Island General Assembly passed legislation permitting you to perform the ceremony, list the House or Senate Bill number and enclose a copy of the Bill with the certificate. The bill number is located on the center of the certificate beginning with the year, (H) or (S) and the bill number

### **Religious Ceremony**

All other ceremonies are religious. This includes those from non-denominational religious groups or any on-line ministries

- List the religious organization or ministry that has empowered you to perform the ceremony, specify its name.

### **Date of Marriage**

Please be sure the date of the ceremony is within the period of the Issuance Date and Expiration Date on the certificate.

## **City or Town of Marriage**

A marriage can only take place in one of the 39 cities and towns in Rhode Island. Even though many people associate a village name as their community, a city or town listing is required. A complete list of cities and towns is provided on the reverse side.

### **Witnesses**

There must be two adults, age 18 or older, to witness the ceremony. Please ask them to print their name and sign where indicated.

### **Signatures**

There are (5) signatures that need to be completed on the license before filing:

- Registrants (2)
- The Officiant (1)
- The Witnesses (2)

### **Filing the Certificate**

Once the certificate is completed, the license must be return to the city or town clerk's where the license was issued, within 72 hours of the ceremony. The license is then recorded by the city and town and then with the State of Rhode Island.

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**If you have any questions, please contact the City or Town Clerk's office of issuance or the Center for Vital Records at the Department of Health.**