

Calhoun County
Clerk and Register of Deeds
315 West Green Street, Marshall, Michigan 49068
(269) 781-0718

Anne B. Norlander
Calhoun County Clerk and Register of Deeds

Diane K. Withers
Chief Deputy Clerk and Register of Deeds

Congratulations on your upcoming marriage.

FOR THE BRIDE & GROOM:

1. Please note that a marriage license for **out-of-state residents** is **VALID ONLY** in the county where the marriage license was obtained, i.e. they must be married in that county.
2. **Michigan residents must apply for the marriage license in the county where they reside.** The marriage license will be valid in any county in the State of Michigan.
3. Please proofread your marriage license before the wedding. If an error is discovered, please contact our office immediately at (269) 781-0718 or (269) 969-6908.
4. Please use **black** ink on *Certificate of Marriage* portion of the marriage license.
5. The bride and groom, two witnesses (18 years of age or older), and the Officiant must sign the *Certificate of Marriage* portion of the marriage license. **The bride and groom should legibly sign their FULL NAMES . The BRIDE must sign her name as she wishes it to appear after the marriage.** (This also applies if the groom wishes to change his last name to the bride's last name.)
6. If the marriage license is not used within thirty (30) days, please return both copies of the marriage license to the Calhoun County Clerk and Register of Deeds office in the enclosed return envelope or mail to our office at 315 W. Green St., Marshall, MI 49068.

Please present these instructions, with both copies of your marriage license to the Officiant who will be solemnizing your marriage.

FOR THE OFFICIANT SOLEMNIZING THE MARRIAGE:

1. Please legibly print in black ink, or type both witnesses names and the Officiant's name, title and complete mailing address (including the zip code) in the appropriate spaces on the marriage license. Failure to do this will cause problems with the legal filing of the permanent record.
2. The Officiant performing the marriage must return the certified copy gold seal copy of the marriage license to the bride and groom. The second certified copy (plain seal) must be returned to Calhoun County within 10 days, in the envelope provided, or mail it to our office at 315 W. Green St., Marshall, MI 49068. **Not returning the license once the marriage has occurred is considered a misdemeanor and the individual performing the marriage could face prosecution.**

If you have any further questions on the above procedures, please contact our office at (269) 781-0718 or (269) 969-6908 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays).