

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

Toni A. Underwood
Chief Deputy Clerk and Register of Deeds

Congratulations on your upcoming marriage

Instructions for the Licensees:

1. Please note: **a marriage license for out-of-state residents is VALID ONLY in the county where the marriage license was obtained i.e.; the licensees 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 proof read 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 the Certificate of Marriage portion of the marriage license.
5. The Licensees, two witnesses (18 years of age or older) and the Officiant must sign the *Certificate of Marriage* portion of the marriage license. **The Licensees must legibly sign their FULL LEGAL NAMES as they wish it to appear after the marriage. (Only Last Names may be Changed)**
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 West Green Street, Marshall, Michigan 49068.

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

Instructions for the Officiant Solemnizing the Marriage:

1. Please print legibly in **black** ink or type both witness names and the Officiant's name, title and complete mailing address including the zip code in the appropriate spaces on the *Certificate of Marriage*. Failure to do so will cause problems with the legal filing of the permanent record.
2. The Officiant performing the marriage must return the certified gold seal copy of the marriage license to the licensees. The second certified copy, without a gold seal, must be returned to Calhoun County within 10 days in the envelope provided or mail it our office at 315 West Green Street, Marshall, Michigan 49068. **Not returning the license after the marriage ceremony is performed is considered a misdemeanor and the individual performing the marriage could face prosecution.**

If you have any 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).