



OFFICE OF THE CLERK AND RECORDER | THE CITY AND COUNTY OF DENVER

CITY CLERK | ELECTIONS | PUBLIC TRUSTEE | RECORDING & MARRIAGES

EXAMPLE OF HOW TO FILL OUT THE MARRIAGE CERTIFICATE – OFFICIANT

This is an example of how to fill out the Marriage Certificate. The license and the certificate are on the same document. Do not separate them.

There are two categories of people who are authorized to sign the marriage certificate.

- A civil officiant such as a judge or magistrate.
- An officiant who has a religious ordination such as minister, pastor, reverend, priest, rabbi or monk.

“Officiant” or “Ordained” are not acceptable terms for the certificate.

If your officiant is not a judge/magistrate or does not have a religious ordination, you may sign the certificate as a self-solemnization. See instructions on page 2.

Witnesses are not required.

Within 63 days of completing the certificate, return the entire document to our office for recording. You can return it by mail or bring it to us in person. Late fees apply if returned after 63 days. If you would like certified copies for name changes, please send a check with your document. Certified copies are \$1.25 each. Check should be made payable to Manager of Finance.

MARRIAGE CERTIFICATE

STATE OF COLORADO, **Denver** County in which you're married
 COUNTY OF _____

It is hereby certified that on the 15th day of September
A.D., 20 17 at Red Rocks Amphitheater Or the address of the location

in said county, the undersigned, did join in Matrimony in _____
state of Colorado and the authorization of the foregoing license.

 Pre-Printed Party One's Name

 Pre-Printed Party Two's Name

Witness, my hand the day and year last a_____

Officiant's Signature

 Print Officiant's title Such as Minister, Reverend, Priest, Rabbi, Imam, Judge

 Signature of Officiating Party

 Title of Officiating Party

(Not required) _____
 Witness Signature

(Not required) _____
 Witness Signature

Party One's Signature
 Party One Signature

Party Two's Signature
 Party Two Signature

RETURN TO THE OFFICE OF THE DENVER COUNTY CLERK AND RECORDER WITHIN 63 DAYS OF SOLEMNIZATION.
 THIS MARRIAGE CERTIFICATE MUST BE FORWARDED TO THE COUNTY CLERK AND RECORDER BY THE PERSON OR PARTY SOLEMNIZING THE MARRIAGE. FAILURE TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN 20 (TWENTY) DOLLARS, PAYABLE BY THE SOLEMNIZING PERSON OR PARTY. AN ADDITIONAL FIVE DOLLAR LATE FEE MAY BE ASSESSED FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM OF FIFTY DOLLARS. FOR PURPOSES OF DETERMINING WHETHER A LATE FEE SHALL BE ASSESSED PURSUANT TO THIS SUBSECTION (1), THE DATE OF FORWARDING SHALL BE DEEMED TO BE THE DATE OF THE POSTMARK. C.R.S. 14-2-109(1)
 FORM M-4a. Approved by the Office of the State Registrar of Vital Statistics. Revised 03/14/2009

HONORABLE PAUL D. LÓPEZ, CLERK AND RECORDER

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Revised March 8, 2021

Example of How to Fill Out the Marriage Certificate

Self Solemnization

This is an example of how to fill out the Marriage Certificate. The license and the certificate are on the same document. Do not separate them.

If your officiant is not a judge/magistrate or does not have a religious ordination, you may sign the certificate as a self-solemnization.

Your signatures must be the signature prior to the marriage and use the names listed on the marriage license.

Sign again on the party one Signature and Party Two Signature lines.

Witnesses are not required.

Within 63 days of completing the certificate, return the entire document to our office for recording. You can return it by mail or bring it to us in person. Late fees apply if returned after 63 days. If you would like certified copies for name changes, please send a check with your document. Certified copies are \$1.25 each. Check should be made payable to Manager of Finance.

MARRIAGE CERTIFICATE

STATE OF COLORADO, **Denver** County in which you're married
COUNTY OF _____

It is hereby certified that on the 15th *day of* September
A. D., 20 17 *at* Red Rocks Amphitheater
in said county, the undersigned, did join in Matrimony Or the address of the location *of the*
state of Colorado and the authorization of the foregoing venue.

Pre-Printed Party One's Name

Pre-Printed Party Two's Name

Witness, my hand the day and year last above written.

Signature of both parties - as listed above

Print "Self Solemnize"

Signature of Officiating Party

Print Title of Officiating Party

(Not required)
Witness Signature

(Not required)
Witness Signature

Party One's Signature

Party One Signature

Party Two's Signature

Party Two Signature

RETURN TO THE OFFICE OF THE DENVER COUNTY CLERK AND RECORDER
THIS MARRIAGE CERTIFICATE MUST BE FORWARDED TO THE COUNTY CLERK AND RECORDER BY THE PERSON OR PARTY SOLEMNIZING THE MARRIAGE, WITHIN 63 DAYS OF SOLEMNIZATION. FAILURE TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN 20 (TWENTY) DOLLARS, PAYABLE BY THE SOLEMNIZING PERSON OR PARTY. AN ADDITIONAL FIVE DOLLAR LATE FEE MAY BE ASSESSED FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM OF FIFTY DOLLARS. FOR PURPOSES OF DETERMINING WHETHER A LATE FEE SHALL BE ASSESSED PURSUANT TO THIS SUBSECTION (1), THE DATE OF FORWARDING SHALL BE DEEMED TO BE THE DATE OF THE POSTMARK. C.R.S. 14-2-109(1)

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