



Maine Center for Disease  
Control and Prevention  
An Office of the  
Department of Health and Human Services

Maine Center for Disease Control and Prevention (Maine CDC)  
244 Water Street  
11 State House Station  
Augusta, Maine 04333-0011  
(207) 287-3771  
Fax : (207) 287-1093 TTY Users: Dial 711 (Maine Relay)

## State of Maine Request for Authorization to Officiate a Maine Civil Marriage

1. Should you have any questions while completing this application, or if you are uncertain as to whether a submitted application has been approved, please contact a member of the Maine CDC vital records office at (207) 287-5452.
2. Applications must be mailed at least six weeks prior to the date of the wedding. Please do not submit applications more than three months in advance.
3. Completed applications must be submitted with a \$100 processing fee payable to Treasurer State of Maine. Applications approved by the State Registrar will be forwarded to the applicant.

Contact information for the applicant and marriage parties must be provided on the application:

4. The names of the applicant; Party A; and Party B must be typed or printed as you wish them to appear on the certificate that will be issued by the Maine CDC vital records office. This information must match completely the names printed on the marriage license. Please use current legal names for Party A and Party B, even if one of the individuals intends to change names following the wedding. Illegible applications will cause a delay in processing.
5. The applicant must submit a copy of a valid commission or other indicia of authority to perform marriage ceremonies in the applicant's state of residence as proof of existence of the authority; and
6. The applicant must submit a copy of the applicant's state of residence statute that grants the individual authority to solemnize marriages.
7. The applicant must submit positive picture identification such as a copy of a driver's license with the application.

Once the application is reviewed:

8. The State Registrar of Maine will issue a Certificate of Solemnization to all approved applicants and an Officiant's pamphlet that explains the Officiant's responsibilities per Maine law approximately four weeks prior to the wedding date. Should you not receive the certificate, or if you have any related questions once the State Registrar has approved your application, please contact the Maine CDC vital records office at (207) 287-5452.
9. Following the wedding, the Certificate of Solemnization must be submitted, along with the completed marriage license, to the municipal office where the couple applied for the license.