

Town of Richmond

737-4305 ext. 201

Marriage Intentions Application Instructions

- The marriage intentions application is a legal document. You are responsible and liable for providing the information and documentation required.
- **Signatures must be witnessed by the Town Clerk or notarized.**
(Notary Public services available at the Town Office)
- If either party is divorced, widowed or had their marriage legally annulled the Town Clerk must view the certified document verifying how the previous marriage ended. A certified copy means that the documents are affixed with a **raised original seal** and/or contain original signatures.
- Both parties should appear in person with proper identification with proof of current address:
 - Driver's license/State ID with current address; or
 - Bank statement or checkbook; or
 - 3 pieces of current mail (preferably bills)
- The filing fee is \$40.00.
- Out of State residents must file intentions with the municipality where they intend to be married. The license, when issued, is valid in that municipality only.
- The marriage license expires 90 days from the date of filing your intentions.

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To the person performing this marriage ceremony

- Please complete the Ceremony Section of the marriage license(s). All information must be **typed** or completed in **BLACK INK ONLY** or the marriage license **will not be accepted for filing.**
- Witnesses must sign in **black ink only** on lines 46a & 47a and type or print their names in black ink on lines 46b & 47b or the marriage license **will not be accepted for filing.**
- **DO NOT ALTER INFORMATION ON LICENSE.** To correct errors or omissions please contact this office. If you make an error on your portion of the license, do **not** cross out or use white out. Please contact the Town Clerk's Office @ 737-4305 x. 201.
- **DO NOT** give the license to the bride or groom. **YOU** are responsible by Maine Law to return the certificates to the appropriate town/city within seven (7) working days following the date you solemnized the marriage.
- The license must be returned to **Richmond Town Office, Attn: Town Clerk, 26 Gardiner Street, Richmond, Me. 04357.**