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|----------------------------|--------------|
| Barrington Town Clerk      | 401-247-1900 |
| Bristol Town Clerk         | 401-253-7000 |
| Burrillville Town Clerk    | 401-568-4300 |
| Central Falls City Clerk   | 401-727-7400 |
| Charlestown Town Clerk     | 401-364-1200 |
| Coventry Town Clerk        | 401-822-9173 |
| Cranston City Clerk        | 401-461-1000 |
| Cumberland Town Clerk      | 401-728-2400 |
| East Greenwich Town Clerk  | 401-886-8603 |
| East Providence City Clerk | 401-435-7596 |
| Exeter Town Clerk          | 401-294-3891 |
| Foster Town Clerk          | 401-392-9200 |
| Glocester Town Clerk       | 401-568-6206 |
| Hopkinton Town Clerk       | 401-377-7777 |
| Jamestown Town Clerk       | 401-423-7200 |
| Johnston Town Clerk        | 401-351-6618 |
| Lincoln Town Clerk         | 401-333-1100 |
| Little Compton Town Clerk  | 401-635-4400 |
| Middletown Town Clerk      | 401-847-0009 |
| Narragansett Town Clerk    | 401-789-1044 |
| New Shoreham Town Clerk    | 401-466-3200 |
| Newport City Clerk         | 401-846-9600 |

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|-----------------------------|--------------|
| North Kingstown Town Clerk  | 401-294-3331 |
| North Providence Town Clerk | 401-232-0900 |
| North Smithfield Town Clerk | 401-767-2200 |
| Pawtucket City Clerk        | 401-728-0500 |
| Portsmouth Town Clerk       | 401-683-2101 |
| Providence City Registrar   | 401-421-7740 |
| Richmond Town Clerk         | 401-539-2497 |
| Scituate Town Clerk         | 401-647-2822 |
| Smithfield Town Clerk       | 401-233-1000 |
| South Kingstown Town Clerk  | 401-789-9331 |
| Tiverton Town Clerk         | 401-625-6703 |
| Warren Town Clerk           | 401-245-7340 |
| Warwick City Clerk          | 401-738-2006 |
| West Greenwich Town Clerk   | 401-392-3800 |
| West Warwick Town Clerk     | 401-822-9201 |
| Westerly Town Clerk         | 401-348-2500 |
| Woonsocket City Clerk       | 401-767-9248 |



# Officiant's Guide to Completing the License & Certificate of Marriage

Rhode Island Department of Health  
Center for Vital Records, Room 101  
3 Capitol Hill  
Providence, RI 02908  
401-222-2813  
[www.health.ri.gov](http://www.health.ri.gov)

Prior to the ceremony, the couple will present their License & Certificate of Marriage to you. Please confirm with them that the information on the certificate is accurate. If there are any corrections that need to be made, please have the couple contact the clerk's office where the certificate was issued.

It is important to read all the instructions before completing the certificate. Any errors may cause a delay in the issuing of a certificated copy. Directions are also provided on the reverse side of the marriage certificate for your convenience.

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When completing the marriage license, please be aware of the following requirements:

### **Filling out the certificate**

All entries must be made in ***BLACK INK*** to ensure a clear image on microfilm or photocopy. **DO NOT USE** blue ink, water-soluble ink or a felt-tipped pen.

### **Corrections:**

Please consult with the city or town office where the license was issued to make corrections.

## **Officiant's Information**

Please complete the officiant's information fields on the certificate. Clearly print your name and current address.

### **Civil Ceremony**

Only Rhode Island civil servants as defined in RIGL 15-3-5, or those authorized by the Rhode Island General Assembly may perform civil ceremonies.

- If you are a judge, specify the name of the court over which you preside.
- If the Rhode Island General Assembly passed legislation permitting you to perform the ceremony, list the House or Senate Bill number and enclose a copy of the Bill with the certificate. The bill number is located on the center of the certificate beginning with the year, (H) or (S) and the bill number

### **Religious Ceremony**

All other ceremonies are religious. This includes those from non-denominational religious groups or any on-line ministries

- List the religious organization or ministry that has empowered you to perform the ceremony, specify its name.

### **Date of Marriage**

Please be sure the date of the ceremony is within the period of the Issuance Date and Expiration Date on the certificate.

## **City or Town of Marriage**

A marriage can only take place in one of the 39 cities and towns in Rhode Island. Even though many people associate a village name as their community, a city or town listing is required. A complete list of cities and towns is provided on the reverse side.

### **Witnesses**

There must be two adults, age 18 or older, to witness the ceremony. Please ask them to print their name and sign where indicated.

### **Signatures**

There are (5) signatures that need to be completed on the license before filing:

- Registrants (2)
- The Officiant (1)
- The Witnesses (2)

### **Filing the Certificate**

Once the certificate is completed, the license must be returned to the city or town clerk's where the license was issued, within 72 hours of the ceremony. The license is then recorded by the city and town and then with the State of Rhode Island.

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**If you have any questions, please contact the City or Town Clerk's office of issuance or the Center for Vital Records at the Department of Health.**