

Checklist for Wedding Officiants

June 2026

Please review the following checklist well in advance of any weddings you are officiating. If you need help accessing or understanding this information, contact VitalRecords@vermont.gov.

Before the Marriage

Confirm you are legally authorized to perform a wedding in Vermont. You must fall into one of the following categories to perform a wedding in Vermont:



- If you are a judge or justice, you must have taken the oath of office, and you must perform the wedding during your term of office.



- If you have registered with the Secretary of State as a temporary officiant, you will be authorized to officiate over the marriage identified on the registration form you submitted to the Secretary of State. Your authority to solemnize that marriage will expire at the same time as the corresponding license. For information on registering to be a temporary officiant visit <https://sos.vermont.gov/> or call 802-828-2363.



- If you are a member of the clergy *and reside in Vermont*, you must be ordained, licensed or authorized by your denomination.
- If you are a member of the clergy, *but are not a Vermont resident*, you must have special authorization from the Vermont probate court in the county where you will be performing the ceremony, unless you reside in an adjoining state or country and your church, temple, mosque, or other religious organization lies entirely or partly in Vermont. Contact the probate court for details.

Confirm both individuals are eligible to enter into marriage per Vermont law.

Confirm both individuals have signed and dated 13a-14b of the *Vermont License and Certificate of Civil Marriage*, and will the marriage date fall within the “VALID FROM ____ TO ____” dates on the license?



HealthVermont.gov
802-863-7200

 **VERMONT**
DEPARTMENT OF HEALTH

After the Marriage

Fill out the officiant section of the marriage license with permanent black ink. This is section 16a-g. Make sure to include the following:

- The date of the marriage. Preferably write out the month and date rather than the number (July 10, 2026 vs 7/10/26)/
- Name of the city or town where the ceremony took place. Specify the city or town if applicable. For example, *Barre City* or *Barre Town*, *St. Albans City* or *St. Albans Town*.
- Your signature
- Your printed name
- Your title (temporary officiant, minister, priest, rabbi, justice of the peace, etc.)
- A phone number to contact you at
- Your mailing address

Include a copy of your certificate of authorization (if you are a temporary officiant) with the signed license and return to the issuing town clerk's office (see 15c.)

Return the completed marriage certificate to the issuing town clerk office within 10 days of the wedding.

- Do not fold the certificate
- Do not give the certificate to the couple