ML2000

# Issuing Licenses By Mail

Issuing licenses by mail is a process that was implemented by the Clerk's Office in order to provide this service to individuals unable to visit an issuing facility.  This request may be due to illness, economic hardship or incarceration, to name just a few examples.  The requirements necessary to obtain a marriage license by mail are much the same as those necessary to obtain a license in person.  The main differences are:

1. Covenant Licenses are **not** available by mail.
2. Conversions to Covenant Licenses are **not** available by mail.
3. Parties under the age of 18 are **not** allowed to apply for a marriage license by mail.
4. The signatures on the “Affidavit for Marriage License”, normally witnessed by the issuing clerk, must be notarized.
5. The “Affidavit for Marriage License” is printed *before* a license number is assigned and does not bear an issue date.

A “Marriage License Application Form” is provided to the license applicants.  When this form is returned to this office a clerk, having selected “License By Mail” from the menu under Enter License, shall enter all appropriate data into the fields located on the “Initial Entry” tab of the license form.  The selection of “License By Mail” is executed by placing the pointer/cursor over this option and clicking once with the left mouse button.

  The first thing the user will see is a message box asking if the couple has pre-paid for a certified Abstract.  If so, the user shall answer this question by clicking on “Yes” or typing “Y”.  If not, the user shall answer this question by clicking on “No” or typing “N”.

The user may now either tab from field to field in the order listed below or the mouse may be used to move the pointer/cursor to the field that the user wishes to enter new data or edit existing data.

* The License number field is left blank as this is not an editable field.
* The Created Date will default to the current date.
* The Clerk's Initials will default to the initials of the user who has logged into the application.
* The Location field will default to that of the user who has logged into the application.
* The Groom information is entered next: First Name, Middle Name, and Last Name **(required)**.  Up to 25 characters may be entered in either the First or Middle Name fields.  Up to 40 characters may be entered in the Last Name field.
* Groom Address **(required)** is then entered. There are two lines available for this purpose.   Both need not be used.  Each line will accept up to 40 characters.
* The City **(required)** is then entered manually.  Up to 20 characters may be entered in this field.
* The State may be selected from a drop down list.  The user activates this drop down list by moving the pointer/cursor over, and clicking on, the small downward facing arrow to the right of the field.  If the user wishes to utilize the keyboard to select the State, typing the *first* letter of the state will result in the display of the first state which has that initial.  Typing the second letter will display the first state that begins with *that* letter.  Instead, the user would repeatedly type the *first* initial of the desired state abbreviation.  
  For example, if the state of origin is Connecticut (CT), typing “C” once will display “CA”. Typing “T” will display “TN”. The user must type “C” once, for “CA,” once again for “CO” and once again for “CT” or Connecticut.
* The Zip Code is entered manually.   This field will accept up to 9 numeric characters.  An error message will be displayed if the user attempts to enter an alpha character.
* The Country field will default to USA but is editable.  If the user wishes to edit this field, the mouse must be used to place the cursor in the field as it is not a designated tab stop.  Up to 20 characters may be entered in this field.
* The Social Security Number is entered next.  If the party has **no** Social Security Number, the clerk shall leave this field blank.  When leaving this field, the clerk will need to verify that the field was left blank intentionally.  This verification is done by answering the question in the message box that shall be presented to the clerk.   This field will accept up to 9 numeric characters.   If anything other than a numeric value is typed into this field, the user will receive a message box alerting that this is not acceptable.
* The ID Code is used to indicate which type of identification, if any, was provided to the issuing clerk. This is normally requested only when the age of the applicant is questionable.  On those occasions when ID is not necessary, the clerk shall select the “Not Provided” option from the drop down menu.  “Not Provided” is the default value for this field.  If this is changed, the user will receive a message box reminding that additional identification information shall be entered in the Notes box located on the “Issue/Record” screen.
* The Age **(required)** is entered in the next field. If the age is less than 18, the party is not eligible to apply for this type of license.  This field will accept up to 3 numeric characters.  In the event that a triple digit number is entered, the user will receive a message box asking for age verification.

  This same information is then entered for the prospective Bride.  As the clerk enters the Bride's Address field a message box will appear asking if the Bride's address is the same as the Groom's.   
  If the Bride's address information **is** the same as that previously entered for the Groom, the clerk may click on “Yes” and the Groom's address information will autofill in the Bride's portion of the form.   
  If “No” is clicked, The Bride's address information may be entered manually.  All other entries for the Bride follow the same rules as those for the Groom.

* The Address after Ceremony information **(required)** is entered next.  To the right of these data fields are buttons that the user may click on to save time and typing.  If any of the buttons are checked, the name field will default to “Mr. and Mrs. *Groom First and Last Name*”.   If the “Groom” or “Bride” buttons are clicked, that address will automatically fill the fields to the left of the buttons.  If “Other” is clicked, the address field will remain blank for data entry.
* If the Address after Ceremony is the residence of someone other than the parties, an “in care of” name may be entered in the Name field.  Up to 80 characters may be entered in this field.
* The address lines may also be completed manually if the address is different than either the Groom's or Bride's current address.
* If the couple has provided an e-mail address, this may be entered in the next field.  They will then receive notification via e-mail upon the successful receipt and recording of their certificate of marriage.  This notification will include comment that they now have available to them, from the office of the Clerk of Superior Court, a certified copy of their marriage Abstract.

  The issuing clerk shall then proceed to the “Issue/Record” tab and complete the entry of data.  This is done by clicking on the tab itself or by pressing “Alt + R”.

Pressing “Alt + I” will return the user to the Initial Entry tab of this form.

The following data will be entered in the “Additional Issuing Information” portion of this form.

* If an Abstract will be paid for at the time of license issuance, this box shall be checked.
* If the Abstract fee has been waived, this box shall be checked.
* If the license fee has been waived, this box shall be checked.
* Because the applicants *are* applying for a license by mail, the clerk shall ensure that the Affidavit has been notarized.  If true, this box shall be checked.
* If warranted, the issuing clerk may at this time enter any notes relative to the issuance of this license.

  Upon successful entry of all appropriate data, the clerk shall click on the “Affidavit” button to print a formal affidavit for mailing to the parties. If any mistakes are located, the affidavit may be updated and re-printed as many times as necessary to ensure that the information provided is correct.   
  If any **required** fields in the data entry form have been left blank, the user will see a message box advising them of which fields still require information.  Click “OK” to make this message box disappear and fill in that information that was left out earlier.

The user shall note that after having printed the affidavit once, a small asterisk will appear on the button as a reminder that a print action has previously been executed with regard to this document.  When correct, this affidavit is mailed to the requesting parties.

  When the affidavit has been received by the applicants, they shall review, approve and sign this document.  Their signatures shall be notarized, and the affidavit shall be returned to this Office.  When all statutory requirements have been met, the user shall complete the issuance process.

  The user shall retrieve the existing party information by using the [Advanced Search](\\\\cocintradev\\inetpub\\helpfilescocdev\\ML2000\\Searching.htm" \t "framecontent) function of this application.  (The user may view click on the blue link to view the search instructions.)

  First and foremost, a license shall be retrieved and the license number shall be manually entered into the appropriate field of the “Initial” tab.

  The license shall now be printed.  This is accomplished by moving the pointer/cursor over, and clicking on, the button labled “License”.    
  The user will, at this time, be prompted by a message box asking that he/she verify that a license has been loaded in the printer.

  Selecting “Yes”, by moving the pointer/cursor over this button and clicking once with the left mouse button, will allow the print command to continue.  This license shall be mailed to the parties at this time and is valid for one year following the date of issuance.

  If, prior to printing the license, the parties determine that they are unable to proceed, the issuing clerk may click on the “Cancel” button and any data previously entered into the system will disappear.  If, however, the license has already been printed at the time the parties' inability to proceed is discovered, the license must be voided.  This is accomplished by moving the pointer/cursor over, and clicking on, the “Void” button.

[Return to Top](#top)

lrd: 10 January 2001