ML2000

# Traditional Licenses

The license applicants must first complete a “Marriage License Application Form” which is then submitted to an issuing clerk.  The issuing clerk shall select “Traditional” from the menu under Enter License by moving the mouse pointer 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 clerk shall then enter all appropriate data into the fields located on the “Initial Entry” tab of the license form.  *This is the form that displays after the 'Traditional' link is clicked.* The user may 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 in which the user wishes to enter new data or edit existing data.

* The License Number is obtained from the license itself and is typed into the form manually by the issuing clerk.

*This process may be completed by means of a barcode scanner in the future, but at this writing, it remains manual.*

As the clerk leaves this field, a check is made against the database to ensure that the license number entered has not already been used.  A warning message will alert the clerk if this is the case.  Up to 8 numeric characters may be entered in this 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 yet remains editable for manual entry of data on behalf of an issuing location that is not automated.
* 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. Parties whose age is less than 18 but more than 15 must provide Parental Consent.  If an age less than 18 has been entered, a message box will appear requiring the user to verify that this mandate has been met.  If the party's age is 15 or less, a Court Order **and** Parental Consent must be provided allowing that party to enter into this union.  If an age 15 or less has been entered, yet another message box will appear requiring that the user verify that this secondary requirement has been met.  If these message boxes are answered YES, the corresonding check boxes will be checked automatically.  If either of these message boxes is answered NO, the process will be aborted.  This field will accept up to 3 numeric characters.  In the event that an age greater than 100 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 user 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 user 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 now proceed to the “Issue/Record” tab and complete the process.  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.
* If warranted, the issuing clerk may also enter any notes relative to the issuance of this license.
* The Affidavit Notarized check box is used exclusively for licenses issued by mail.
* The Notarized Attestation Provided check box is used exclusively for Covenant licenses.

  Upon successful entry of all appropriate data, the clerk shall click on the “Affidavit” button to print a formal affidavit for review by 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.

***Once the Marriage License is printed, the affidavit information may NOT be amended.***

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

When the affidavit is correct and has been signed by the petitioning parties, the Marriage License may be printed.  This is accomplished by moving the pointer/cursor over, and clicking on, the button labled “License.”  
The user will, at this time, receive a message box requesting verification that a license has been loaded in the printer.

Selecting “Yes” will allow the print command to continue.  This license 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.

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| **Note:** | Any licenses voided by satellite issuing facilities must accompany the |
|  | daily transmittal reports that are returned to this office. |

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lrd: 10 January 2001