

**STATE OF VERMONT**  
**Request for Authorization to Officiate at a Vermont Civil Marriage**

(revised December 2011)

Please submit request at least ten (10) days prior to ceremony.

You must be 18 years of age or older to officiate a Vermont marriage.

**PLEASE PRINT CLEARLY. WRITING MUST BE LEGIBLE FOR CORRECT PROCESSING.**

Officiant Applicant Information

Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street/PO Box City State Zip

Email: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_  
(include area code)

Date of Ceremony: \_\_\_\_\_

Information about parties to the marriage

1. First Party Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street/PO Box City State Zip

Phone: (\_\_\_\_)\_\_\_\_\_

2. Second Party Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Street/PO Box City State Zip

Phone: (\_\_\_\_)\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Officiant Applicant

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Please forward the completed application with a filing fee of \$100  
by check or money order payable to the Vermont Secretary of State to:

**Vermont Secretary of State**  
**Attention: Temporary Officiant Program**  
**128 State Street**  
**Montpelier, VT 05633-1101**

Where should we mail the certificate of authorization? ___ Officiant ___ First Party ___ Second Party Other: _____ Name _____ Address _____ e-mail: _____
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Unless directed otherwise, the officiant will receive the certificate of authorization to attach to the marriage license and both documents must be returned to the issuing town clerk within ten (10) days of the ceremony. Please call 802-828-2363 if you have questions. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.