

Important Considerations:

- 1. Social Security:** Social Security website: ssa.gov or call **800.772.1213**.
- 2. Drivers License:** Nearest office is located in shopping center at SE corner of 120th Ave. and Washington St. or call **303.205.5600**.
- 3. Motor Vehicle Registration:** For information from Adams County Motor Vehicle, call **720.523.6010** or go online to adcogov.org/motor-vehicle.
- 4. Voter Registration:** Change your name at govotecolorado.com.
- 5. Passports:** Visit travel.state.gov for passport requirements, locations, and fees or call **877.487.2778**.
- 6. Timing:** Return your license within 63 days after the ceremony for recording.
- 7. Documents:** Once certificate is recorded, keep your license/certificate in a safe place. We cannot reissue it. Only certified copies are available.

You can apply on the web at adcogov.org/marriage-or-civil-union-licenses or in person.

Marriage License and Civil Union Information Guide



Josh Zygielbaum
Adams County Clerk & Recorder
4430 S. Adams County Pkwy., Ste E2400
Brighton, CO 80601
720.523.6020 | adcogov.org

Recording Lobby Hours
Monday-Friday: 8 a.m. - 4 p.m.

ADAMS COUNTY CLERK & RECORDER'S OFFICE

Marriage License and Civil Union Information Guide



Marriage License and Civil Union Requirements

- Ceremony/solemnization must happen in Colorado within 35 days from the date of issue.
- Legal age to acquire a marriage license is 18 years of age. Applicants who are ages 16-17 must obtain a court order.
- To acquire a civil union license, you must be at least 18 years of age.
- Acceptable forms for proof of identity and age are government-issued IDs (e.g. drivers license, passport, Colorado ID card, military ID, etc.)
- Social Security number is required (or sworn affidavit if you do not have a Social Security number).
- Divorce/widow date, if applicable.
- Fee is \$30.
- Hours of issuance are 8:15 a.m. - 4 p.m., by appointment only.



INFORMATION GUIDE

Example of How to Fill out the Marriage or Civil Union Certificate

The license and the certificate are on the same document. **Do not separate them.**

There are three categories of people who are authorized to sign the marriage or civil union certificate:

- A civil officiant, such as a judge or magistrate,
- An officiant who has a religious ordination, such as a minister, pastor, reverend, priest, rabbi, or monk.
- Yourself. If your officiant is not a judge/magistrate or does not have a religious ordination, you may sign the certificate as a self-solemnization.

To complete the Marriage or Civil Union Certificate, fill in the blanks with the following information:

County in which you were married: STATE OF COLORADO

Year of Ceremony: 2017

Date of Ceremony: 11/10/17

Month of Ceremony: November

Physical address of ceremony location: Brighton, Colorado 80601

Title of Officiant, write "ourselves": We

Signature of Officiant, both parties must sign: [Signature]

Signature of Party One: [Signature]

Signature of Party Two: [Signature]

Signature of Party Witness (optional): [Signature]

in said county, to be in Matrimony in accordance with the laws of the state of Colorado

Party One
Brighton, Colorado 80601

Party Two
Denver, Colorado 80201

and

of

of

SS.

It is hereby certified that on the 10 day of November, 2017, at Brighton, Colorado 80601, in said county, to be in Matrimony in accordance with the laws of the state of Colorado

Party One

Party Two

Signature of Officiating Party

Print Title of Officiating Party

Party One Signature

Party Two Signature

Signature of Party One

Signature of Party Two

Signature of Party Witness (optional)

63 DAY NOTICE
THIS MARRIAGE CERTIFICATE MUST BE FORWARDED TO THE COUNTY CLERK AND RECORDER SHOWN ON THE TOP OF THIS FORM, BY THE PERSON OR PARTY SOLEMNIZING THE MARRIAGE, WITHIN 63 DAYS OF SOLEMNIZATION.

FAILURE TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN 20 (TWENTY) DOLLARS, PAYABLE BY THE SOLEMNIZING PERSON OR PARTY. AN ADDITIONAL FIVE DOLLAR LATE FEE MAY BE ASSESSED FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM OF FIFTY DOLLARS FOR PURPOSES OF DETERMINING WHETHER A LATE FEE SHALL BE ASSESSED PURSUANT TO THIS SUBSECTION (1). THE DATE OF FORWARDING SHALL BE DEEMED TO BE THE DATE OF THE POSTMARK. CRS 14-2-109(1)

FORM M-4a, Approved by the Office of the State Registrar of Vital Statistics, Revised 07/2014

SIGNATURE NOTE

Sign your name with the name you intend* to use from the "point of ceremony" forward.

*The intended name must reflect a name or combination of names appearing on the license and application.

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