

**ADMINISTRATIVE DIRECTIVE NO. 108**

This 10th day of May, 1996;

IT APPEARS THAT:

(1) On February 2, 1996, the Governor of the State of Delaware approved legislation which empowers the judges of Delaware's constitutional and statutory courts to solemnize marriages. S.B. 249, 138th Gen. Assembly, 2d Sess. (1996) (amending 13 *Del. C.* § 106).

(2) Title 13, Chapter 1 of the *Delaware Code* sets forth certain requirements to be followed by officials performing marriage ceremonies in this State.

(a) Prior to performing a marriage ceremony, an official (the ("officiant")) must be provided with a valid marriage license. 13 *Del. C.* § 107(b). The marriage license ("Marriage Form") consists of a five page form, with carbon sheets between the pages. *See* Marriage Form, attached as Appendix A. The Marriage Form has six separate components, numbered 1 through 6 ("File Copies"). The Marriage Form will have been partly completed by the Clerk of the Peace, with the remaining portions to be completed by the officiant.

(b) Immediately following the marriage ceremony, the officiant must complete and deliver to the bride and groom File Copy #2 of the Marriage Form, which evidences the marriage and the date and place thereof. 13 *Del. C.* § 115(b).

(c) Within 5 days following the ceremony, the officiant should return completed File Copies #1, 3, and 4 of the Marriage Form to:

Office of Vital Statistics  
Division of Public Health  
P.O. Box 637  
Dover, DE 19903

(d) Within 4 days following the ceremony, the officiant must certify the fact of marriage by returning completed File Copy #6 to the Clerk of the Peace in the county where the license was issued:

New Castle: Clerk of the Peace  
City/County Building  
800 French Street  
Wilmington, DE 19801

DELAWARE SUPREME COURT

Kent: Clerk of the Peace  
Kent County Administration Building  
414 Federal Street  
Dover, DE 19901

Sussex: Clerk of the Peace  
Sussex County Courthouse  
P.O. Box 29  
Georgetown, DE 19947

(e) The officiant must retain completed File Copy #5 for his or her records for not less than one year after the ceremony. 13 *Del. C.* § 114.

(3) To comply with the record-keeping requirements set forth in 13 *Del. C.* § 114, it is desirable to maintain a central file record and docket of marriage ceremonies performed by judges pursuant to the new legislation.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous concurrence of the members of the Supreme Court (*Del. Const.* art. IV, § 13) that:

A. A central file record and docket of marriages performed by judges of this State shall be maintained by the Administrative Office of the Courts, and shall include the following information: (i) date of marriage; (ii) name of judge performing ceremony; (iii) names of persons married; (iv) residence(s) of persons married; (v) marriage license number.

B. Within thirty days of the event, each judge shall file with the Administrative Office of the Courts a report of any marriage ceremonies performed by that judge, which shall include the original File Copy #5 of the Marriage Form for each marriage ceremony performed.

E. Norman Veasey  
CHIEF JUSTICE

cc: The Honorable Joseph T. Walsh  
The Honorable Randy J. Holland  
The Honorable Maurice A. Hartnett, III  
The Honorable Carolyn Berger  
Members of the Judicial Conference  
Court Administrators  
Administrative Office of the Courts  
Clerk of the Supreme Court

**To Clerk of the Peace** - 1. PLEASE **FILL IN WITH TYPEWRITER** TO MAKE ALL 5 COPIES LEGIBLE  
 2. PLEASE REMOVE ALL CARBONS BEFORE GIVING LICENSE TO CONTRACTING PARTIES  
 3. PLEASE COMPLETE THE LICENSE (PART 5)  
 4. THIS LICENSE IS VALID 30 DAYS ONLY FROM DATE LICENSE ISSUED.

**1**

**TO OFFICIANT** - COMPLETE LOWER PART OF FORM AND RETURN THIS RECORD WITHIN FOUR DAYS FOLLOWING CEREMONY TO THE CLERK OF PEACE in the county where the license was issued; Kent County, Admin. Bldg., Dover 19901; New Castle County, City-County Bldg., Wilmington 19801; Sussex County, P.O. Box 29, Georgetown 19947

<b>CERTIFICATE OF MARRIAGE</b>				STATE FILE NUMBER _____			
<b>OFFICE OF VITAL STATISTICS</b>				<b>State of Delaware</b>			
DIVISION OF PUBLIC HEALTH							
LOCAL REGISTRAR'S NO. _____		LICENSE NO. _____		NO. LICENSE APPLICATION _____		PLACE LICENSE ISSUED _____	
<b>GROOM</b>				<b>BRIDE</b>			
NAME FIRST MIDDLE LAST		NAME FIRST MIDDLE LAST		NAME FIRST MIDDLE LAST		NAME FIRST MIDDLE LAST	
RESIDENCE STREET OR NUMBER. CITY _____				RESIDENCE STREET OR NUMBER. CITY _____			
STATE ZIP COUNTY		STATE ZIP COUNTY		STATE ZIP COUNTY		STATE ZIP COUNTY	
DATE OF BIRTH _____		AGE _____		DATE OF BIRTH _____		AGE _____	
BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____				BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____			
<p>WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE</p>							
SIGNATURE OF GROOM <b>X</b>				SIGNATURE OF BRIDE <b>X</b>			
FATHER	NAME FIRST MIDDLE LAST			FATHER	NAME FIRST MIDDLE LAST		
	BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____				BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____		
MOTHER	MAIDEN NAME FIRST MIDDLE LAST			MOTHER	MAIDEN NAME FIRST MIDDLE LAST		
	BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____				BIRTHPLACE (STATE OR FOREIGN COUNTRY) _____		
<p><i>I hereby certify that on the _____ day of _____, 19____, _____ M. _____ HOUR</i></p> <p><i>the aforementioned persons were by me united in marriage at _____</i>  <small>(CITY, TOWN, OR LOCATION)</small></p> <p><i>County of _____, in accordance with the Laws of the State of Delaware.</i></p>							
<p><b>Signature of Clergy or Other Official</b> _____ TITLE _____</p> <p>RESIDENCE-STATE _____ COUNTY _____</p> <p><i>Witnesses (two are required)</i></p> <p>1. NAME _____ RESIDENCE _____</p> <p>2. NAME _____ RESIDENCE _____</p> <p>3. NAME _____ RESIDENCE _____</p>							
REGISTRAR'S SIGNATURE _____						DATE RECEIVED BY LOCAL REGISTRAR _____	
<b>VALID ONLY IN THE STATE OF DELAWARE</b>						STATE FILE COPY	

2

TO OFFICIANT - COMPLETE LOWER PART OF THIS CERTIFICATE.  
THIS CERTIFICATE IS TO BE GIVEN TO THE BRIDE AND GROOM AFTER THE CEREMONY.  
Note - This document is valid only if marriage is performed in the State of Delaware.

Stub may be detached here

Certificate of Marriage  
State of Delaware

LICENSE NO.		NO. LICENSE APPLICATION		PLACE LICENSE ISSUED
Groom's Name		Bride's Name		
Groom's Residence		Bride's Residence		
BIRTHDATE	AGE	BIRTHDATE	AGE	
BIRTHPLACE		BIRTHPLACE		
FATHER'S NAME		FATHER'S NAME		
BIRTHPLACE		BIRTHPLACE		
MOTHER'S MAIDEN NAME		MOTHER'S MAIDEN NAME		
BIRTHPLACE		BIRTHPLACE		

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, \_\_\_\_\_ M.  
HOUR

the aforementioned persons were by me united in marriage at \_\_\_\_\_  
(CITY, TOWN, OR LOCATION)

County of \_\_\_\_\_, in accordance with the Laws of the State of Delaware.

Signature of Clergy  
or Other Official \_\_\_\_\_ TITLE \_\_\_\_\_

RESIDENCE-STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

Witnesses

1. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

2. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

3. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

# 3

**TO OFFICIANT - COMPLETE LOWER PART OF FORM AND RETURN THIS RECORD WITHIN FOUR DAYS FOLLOWING CEREMONY TO THE CLERK OF PEACE in the county where the license was issued; Kent County, Admin. Bldg., Dover 19901; New Castle County, City-County Bldg., Wilmington 19801; Sussex County, P.O. Box 29, Georgetown 19947**

**OFFICE OF VITAL STATISTICS**

**CERTIFICATE OF MARRIAGE**  
**State of Delaware**  
DIVISION OF PUBLIC HEALTH

STATE FILE NUMBER

LOCAL REGISTRAR'S NO.

LICENSE NO.

NO. LICENSE APPLICATION

PLACE LICENSE ISSUED

GROOM				BRIDE			
NAME	FIRST	MIDDLE	LAST	NAME	FIRST	MIDDLE	LAST
RESIDENCE STREET OR NUMBER. CITY				RESIDENCE STREET OR NUMBER. CITY			
STATE		ZIP	COUNTY	STATE		ZIP	COUNTY
DATE OF BIRTH		AGE		DATE OF BIRTH		AGE	
BIRTHPLACE (STATE OR FOREIGN COUNTRY)				BIRTHPLACE (STATE OR FOREIGN COUNTRY)			

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE

SIGNATURE OF GROOM **X**

SIGNATURE OF BRIDE **X**

FATHER	NAME	FIRST	MIDDLE	LAST	FATHER	NAME	FIRST	MIDDLE	LAST
	BIRTHPLACE (STATE OR FOREIGN COUNTRY)					BIRTHPLACE (STATE OR FOREIGN COUNTRY)			
MOTHER	MAIDEN NAME	FIRST	MIDDLE	LAST	MOTHER	MAIDEN NAME	FIRST	MIDDLE	LAST
	BIRTHPLACE (STATE OR FOREIGN COUNTRY)					BIRTHPLACE (STATE OR FOREIGN COUNTRY)			

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, \_\_\_\_\_ M. HOUR

the aforementioned persons were by me united in marriage at \_\_\_\_\_ (CITY, TOWN, OR LOCATION)

County of \_\_\_\_\_, in accordance with the Laws of the State of Delaware.

Signature of Clergy or Other Official \_\_\_\_\_

TITLE \_\_\_\_\_

RESIDENCE-STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

Witnesses (two are required)

1. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

2. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

3. NAME \_\_\_\_\_ RESIDENCE \_\_\_\_\_

REGISTRAR'S SIGNATURE

DATE RECEIVED BY LOCAL REGISTRAR

VALID ONLY IN THE STATE OF DELAWARE

LOCAL REGISTRAR'S COPY

# 4

**TO OFFICIANT - COMPLETE LOWER PART OF FORM AND RETURN THIS RECORD WITHIN FOUR DAYS FOLLOWING CEREMONY TO THE CLERK OF PEACE in the county where the license was issued; Kent County, Admin. Bldg., Dover 19901; New Castle County, City-County Bldg., Wilmington 19801; Sussex County, P.O. Box 29, Georgetown 19947**

**OFFICE OF VITAL STATISTICS**

**CERTIFICATE OF MARRIAGE**  
**State of Delaware**  
 DIVISION OF PUBLIC HEALTH

STATE FILE NUMBER

LOCAL REGISTRAR'S NO.

LICENSE NO.

NO. LICENSE APPLICATION

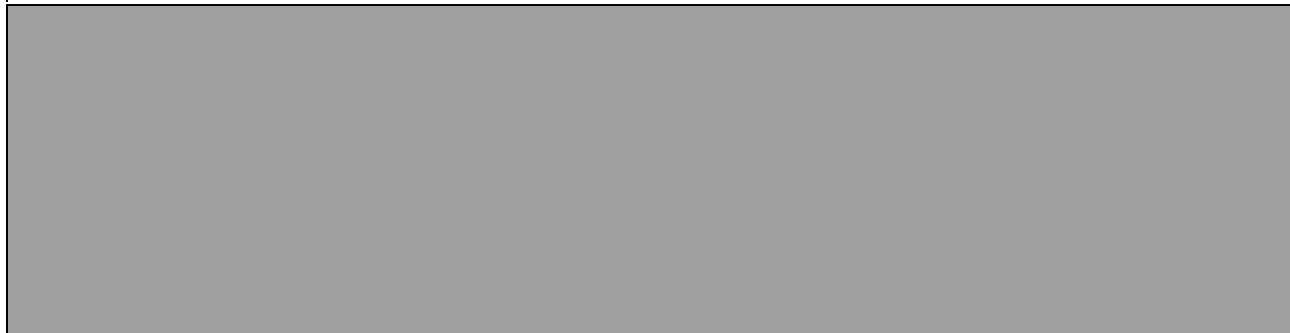
PLACE LICENSE ISSUED

GROOM				BRIDE			
NAME	FIRST	MIDDLE	LAST	NAME	FIRST	MIDDLE	LAST
RESIDENCE STREET OR NUMBER. CITY				RESIDENCE STREET OR NUMBER. CITY			
STATE		ZIP	COUNTY	STATE		ZIP	COUNTY
DATE OF BIRTH		AGE		DATE OF BIRTH		AGE	
BIRTHPLACE (STATE OR FOREIGN COUNTRY)				BIRTHPLACE (STATE OR FOREIGN COUNTRY)			

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE

SIGNATURE OF GROOM <b>X</b>				SIGNATURE OF BRIDE <b>X</b>			
FATHER	NAME FIRST MIDDLE LAST			FATHER	NAME FIRST MIDDLE LAST		
	BIRTHPLACE (STATE OR FOREIGN COUNTRY)				BIRTHPLACE (STATE OR FOREIGN COUNTRY)		
MOTHER	MAIDEN NAME FIRST MIDDLE LAST			MOTHER	MAIDEN NAME FIRST MIDDLE LAST		
	BIRTHPLACE (STATE OR FOREIGN COUNTRY)				BIRTHPLACE (STATE OR FOREIGN COUNTRY)		

*I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, \_\_\_\_\_ M. \_\_\_\_\_ HOUR*  
*the aforementioned persons were by me united in marriage at \_\_\_\_\_*  
(CITY, TOWN, OR LOCATION)  
*County of \_\_\_\_\_, in accordance with the Laws of the State of Delaware.*



REGISTRAR'S SIGNATURE	DATE RECEIVED BY LOCAL REGISTRAR
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**VALID ONLY IN THE STATE OF DELAWARE**

**HEALTH STATISTICS COPY**

	Number of this Marriage - 1st, 2nd, etc. (Specify below)	If previously Married			Race/American Indian, Black, White, etc. (Specify below)	Education (Specify highest grade completed)	
		Date of First Marriage (Mth./Day/Year)	Last Marriage Ended by Death, Divorce or Annul. (Specify below)	Last Marriage Ended on: Mth./Day/Year		Elementary/Secondary (0-12)	College (1-4 or 5+)
<b>GROOM</b>							
<b>BRIDE</b>							

# 5

**TO OFFICIANT -**

**NOTE** - This license (Part 5) is valid only in the state of Delaware.  
 This license is valid 30 days only from the date license was issued.  
 Retain this license for your file.

## Marriage License

### State of Delaware

To any officiant authorized by the laws of this State of Delaware to solemnize Marriage:  
 You are hereby authorized to join the following persons together in the Holy Estate of Matrimony according to  
 the laws of Delaware.

	LICENSE NO.	NO. LICENSE APPLICATION	PLACE LICENSE ISSUED
Groom's Name		Bride's Name	
Groom's Residence		Bride's Residence	
BIRTHDATE	AGE	BIRTHDATE	AGE
BIRTHPLACE		BIRTHPLACE	

Date license issued

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ M.

\_\_\_\_\_  
 Signature - Clerk of the Peace

\_\_\_\_\_  
 Signature - Clerk of Clergy or Other Official

MONTH	DAY	YEAR	HOUR
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PLACE OF MARRIAGE

EARLIEST TIME LICENSE HOLDERS MAY MARRY

# 6

**TO OFFICIANT** - Within four days following marriage this PART must be returned to the CLERK OF THE PEACE issuing license. For KENT CO., Admin. Bldg., Dover 19901; For NEW CASTLE CO., County Bldg., Wilmington, DE 19801; For SUSSEX CO., P.O. Box 29, Georgetown, DE 19947

## Marriage Return to Clerk of the Peace

### State of Delaware

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ M.

\_\_\_\_\_, of \_\_\_\_\_, and  
 GROOM'S NAME GROOM'S RESIDENCE

\_\_\_\_\_, of \_\_\_\_\_  
 BRIDE'S NAME BRIDE'S RESIDENCE

were by me united in Holy Matrimony according to the laws of this State.

Witness 1 Sign Name	Signature of Clergy or Other Official
Witness 2 Sign Name	TITLE
MARRIAGE LICENSE NO.	PLACE OF MARRIAGE