



ARAPAHOE COUNTY  
CLERK AND RECORDER

Arapahoe County Clerk and Recorder's Office  
Recording Division – Littleton Branch Office  
Matt Crane, Clerk and Recorder  
5334 S. Prince Street, Littleton, CO 80120  
Phone: 303-795-4520  
Email: [clerk@arapahoe.gov](mailto:clerk@arapahoe.gov)  
Hours: Monday-Friday, 7 a.m. – 4 p.m.

## Marriage License and Certificate Instructions

You may marry in any Colorado county using a license and certificate from Arapahoe County. Please follow these steps to complete your marriage license and certificate and return it to our Littleton Branch Office to be recorded within 63 days of marriage. Do not separate the license (top) from the certificate (bottom).

### STEP ONE: Complete the marriage certificate in black ink:

(See example on reverse.)

#### County, Date, Location and Names

- In the first blank on the Marriage Certificate, print the **name of the county** where you are married.
- In the next three blanks, print the **month, date, year and time of day of the marriage**. Spell out the month, and use the numerical date, year and time. (For example, 12<sup>th</sup> day of March, 2016, 11:00 a.m.)
- Fill in the next blank with the **specific location, city and state of the marriage**.

#### Signature of Officiating Party

A marriage may be solemnized by judges, retired judges, magistrates, Indian tribe officials and clergy, or by the couple themselves.

- If your marriage is solemnized by an officiant, **he/she should sign** on the line titled “Signature of Officiating Party” and **write his/her title** on the line titled “Print Title of Officiating Party.” The written title should be judge or magistrate, or a specific ordination such as Pastor, Priest, Rabbi, Imam, Monk, etc. “Officiant” is not acceptable.
- If the officiant does not have one of these designations or if your marriage is self-solemnized, the **couple should sign** on the line titled “Signature of Officiating Party” using their signatures *before* marriage, and **print your names** as stated on the certificate on the line titled “Print Title of Officiating Party.”

#### Signatures of Party One, Party Two and Witnesses

- The **couple should sign** the “Party One Signature” and “Party Two Signature” lines. If either party is changing their name, they may sign with their new name or their current legal signature.
- Two witness signatures are optional. Witnesses may sign on the lines titled “Witness Signature.”

### STEP TWO: Return the document for recording:

**You must return the completed marriage license and certificate for recording within 63 days of the marriage.**

Failure to return your marriage license for recording within 63 days of marriage will result in a \$20 fee under Colorado law. You may mail or deliver the certificate to our Recording Division at 5334 S. Prince St., Littleton, CO, 80120, open Monday-Friday, 7 a.m. - 4 p.m.

If mailed, we will record the document and return it to you by mail within three (3) weeks. If delivered, we will record the document in front of you and return it to you at that time. There is no additional cost to record the license. By recording your marriage license, you are providing legal evidence of the marriage to the County and State of Colorado.

### OPTIONAL: Order certified copies:

You may purchase copies of your recorded marriage license at our Recording Division in Littleton. The fee is \$0.25 for a copy or \$1.25 for a certified copy, payable in cash or check. You will need the original Marriage Certificate or a certified copy to change your name at the Social Security Office and the Driver's License Office. See our [Name Change Checklist](#) for information on changing your name after marriage.

Example for completing your Marriage Certificate. Please fill out all fields shown in **bold text**:

No. \_\_\_\_\_

THIS LICENSE VALID ONLY IN COLORADO  
35 DAYS FROM DATE OF ISSUE.

NOTE: THIS IS A MARRIAGE LICENSE - NOT A MARRIAGE CERTIFICATE. IF IT IS NOT USED, THE PERSON TO WHOM IT IS DELIVERED MUST RETURN IT PROMPTLY TO THE COUNTY CLERK AND RECORDER WHO ISSUED IT.

# MARRIAGE LICENSE

STATE OF COLORADO.

*To any person or religious society Authorized by Law to Perform the Marriage Ceremony:*

**GREETING:**

*You are hereby authorized to join in marriage*

JOHN DOE

*of* LITTLETON, COLORADO

TERRI BURKE

*of* AURORA, COLORADO

*and of this license you will make due return to my office.*



*Witness, my hand and the seal of my office at*

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ M

*Mark Crane*

County Clerk

Deputy Clerk

## MARRIAGE CERTIFICATE

STATE OF COLORADO,  
County of

**Arapahoe**

} ss.

*It is hereby certified that on the* **12th** *day of* **March**  
**20 16**, **11:00 a.m.** *at* **Hudson Gardens, Littleton, CO**

*in said county, the undersigned, did join in Matrimony in accordance with the laws of the state of Colorado and the authorization of the foregoing license*

JOHN DOE

*of* LITTLETON, COLORADO

TERRI BURKE

*of* AURORA, COLORADO

*Witness, my hand the day and year last above written.*

**Signature(s) of Officiant / or Couple**

Signature of Officiating Party

**Title of Officiant / or Printed Names of Couple**

Print Title of Officiating Party

**Witness Signature (Optional)**

Witness Signature

**2nd Witness Signature (Optional)**

Witness Signature

**Signature of Party One**

Party One Signature

**Signature of Party Two**

Party Two Signature