

**READ THIS NOTICE BEFORE FILLING OUT THE MARRIAGE LICENSE**

**TO THE MINISTER OR OFFICER PERFORMING THE MARRIAGE CEREMONY**

Please verify the Effective and Expiration dates before performing the ceremony to make sure the license is valid. You will find this information in boxes 18a and 19.

1. Item 21: Print Day, Month and Year.
2. Item 22: Print the City, Town or Location of the Marriage Ceremony.
3. Item 23a: Sign your name.
4. Item 23b: Print your name and title, i.e., Pastor Sam Smith, Joann Jones Notary, etc.  
Instructions for Notaries: The Notary can place their valid notary stamp in box 23b. If the Notary Seal is round instead of square, place the Notary Seal on the left side of the marriage license where it states "SEAL" then print your name and title in item 23B. Note: Name/Notary Seal must be legible.
5. Item 23c: Please print your name and home address.
6. If you make an error, please correct it by drawing a line through your error and initial next to the change.

**There is no record of marriage until the license is returned and recorded in the Clerk's Office. *\*ATTENTION\* In order for your license to be valid you must have the ceremony in the State of Florida by an officiant who is authorized under Florida Statute 741.07 to solemnize your marriage.***

**RETURN LICENSE TO:**  
Greg James, Clerk of Court  
3056 Crawfordville Hwy  
Crawfordville, FL. 32327  
**Attn: Marriage License Division**

**NOTE:** IF THE MARRIAGE LICENSE IS NOT FILLED OUT ACCORDING TO THESE INSTRUCTIONS, IT MAY DELAY THE PROCESSING OF THE MARRIAGE LICENSE.