



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Muriel Bowser, Mayor

Office of Documents and Administrative Issuances

899 North Capitol Street, NE, Suite 8700

Washington, D.C. 20002

202-727-5090

To: Officiant and Applicant

From: Kimberly A. Bassett, Secretary of the District of Columbia

Subject: Instructions for Certificate of Marriage

The original Marriage License. **Part A— Certificate of Marriage** is to be signed by the authorized officiant. The officiant is the person performing the ceremony. The officiant gives **Part A** to the couple after signing.

Part B—Marriage License Return Copy for the Office of Documents and Administrative Issuances is to be forwarded by the officiant to Office of Documents and Administrative Issuances, in the enclosed self-addressed envelope. The officiant has ten (10) days from the date of the marriage to return **Part B**. DC Code Section 46-412.

Part C— Marriage License Copy for the Officiating officer is retained by the officiant for his/her records.

Should you have any questions, please contact the Office of Documents and Administrative Issuances at 202-727-5090

Thank you and congratulations.