

INSTRUCTIONS

PETITION TO RECORD MARRIAGE

***IT IS STRONGLY RECOMMENDED THAT YOU
CONSULT AN ATTORNEY***

DISCLAIMER

THE SELF HELP CENTER STAFF AND THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THE PACKETS IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY CALL THE DAUPHIN COUNTY LAWYER REFERRAL SERVICE AT (717) 232-7536.

**THESE FORMS SHOULD BE USED ONLY WHEN THE FORM
REQUIRED TO RECORD AND CERTIFY THE MARRIAGE WAS
NOT RETURNED AND/OR RECEIVED BY THE DAUPHIN
COUNTY REGISTER OF WILLS/CLERK OF THE ORPHANS'
COURT AND BECAUSE OF THE LAPSE OF TIME, THE
MARRIAGE LICENSE WAS MARKED AS EXPIRED.**

ORDER PAGE

- Complete the name of the petitioners. Leave the No. line blank.
 1. List the name of the petitioners, place of marriage and date of the marriage.
 2. List the name of the officiant and the title of the officiant.
 3. Enter the address of the officiant.
- Complete the Distribution Legend located on the bottom of the page. Fill in your name and address.

PETITION TO RECORD MARRIAGE RECORD

- Complete the top right hand corner and fill in your name, complete address, telephone number and email address.
- Complete the name of the petitioners. Do not fill in the docket number.
- Enter your names.
 1. Enter the name of the petitioners as they appeared on the original marriage license application. List your present address.
 2. List the date that you applied for a Dauphin County Marriage License.
 3. List the date of the marriage and the address where the marriage took place.
 4. List the title and name of the officiant.
 5. Attach to the Petition as Exhibit A a copy of the marriage license application that was marked as expired.

6. List the types of proof of the marriage that you are attaching to the petition as Exhibit B. Examples of proof are affidavits from the officiant, witnesses, bridal party, photographs and a copy of the program.
- Sign you names and write the date.

File an original and a copy with the Register of Wills/Clerk of Orphans' Court and pay the filing fee (cash or money order made payable to the Dauphin County Register of Wills/Clerk of the Orphans' Court). Personal checks are not accepted. The Register of Wills/Clerk of the Orphans' Court office is located on the first floor of the Dauphin County Courthouse, 101 Market Street, Room 103, Harrisburg, PA. 17101

Also attach a completed copy of the Praecipe for Assignment.

FORMS

PETITION TO RECORD MARRIAGE

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**REQUEST FOR ASSIGNMENT
ORPHANS' COURT MATTERS**

**DAUPHIN COUNTY
TWELFTH JUDICIAL
DISTRICT
COURT OF COMMON
PLEAS**

File the original of this form with the **Clerk of the Orphans' Court**. (Use reverse side if necessary.
DO NOT ABBREVIATE PARTIES.)

NAME OF CASE:
DOCKET NUMBER:
THE MATTER IS READY FOR DISPOSITION ON THE PETITION.

DATE

SIGNATURE OF PETITIONERS

DATE

SIGNATURE OF PETITIONERS

be issued by the Register of Wills/Clerk of the Orphans' Court to the petitioners.

BY THE COURT:

Judge

Distribution:

Names: _____

Address: _____

City: _____, State: _____ Zip: _____

Telephone: _____
(Telephone Number)

Email: _____
(Email Address)

IN RE: _____ : IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA

MARRIAGE OF: _____ :
: ORPHANS' COURT DIVISION

(Name on original record)

: NO. _____

AND _____
(Name on original record)

PETITION TO RECORD MARRIAGE

AND NOW COMES _____
(Your Names)

who file this Petition To Record Marriage and present the following:

1. The petitioners are _____
(Your names as they appear on the original marriage application)

who reside at _____
(Your complete address including Street, City, County, State)

2. The petitioners completed a Dauphin County Marriage License Application on _____
(Date application was completed)

3. The petitioners were married on _____ at _____
(Date of marriage)

(Complete Address of Place of Marriage)

4. The ceremony was officiated by _____
Title and Name of Officiant

5. The form required to record and certify the marriage was not returned and/or received by the Dauphin County Register of Wills/Clerk of the Orphans' Court.

Accordingly, upon lapse of time, a Clerk/Deputy of the Register of Wills/Orphans' Court marked the Marriage License Application as expired. See Exhibit A which is attached to this petition.

6. Proof of the marriage ceremony is attached to the petition as Exhibit B: (Check as many as are available)

- Affidavit of Officiant
- Affidavit of Witnesses to Marriage
- Photographs from Marriage Ceremony
- Program from Marriage Ceremony

Wherefore, we request the court to grant this Petition to Record Marriage and direct the Register of Wills Clerk of the Orphans' Court to issue a marriage certificate.

We verify that the statements made in the Petition to Record Marriage are true and correct. We understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date

Signature

Signature