



Town of Mount Desert

Joelle D. Nolan, Town Clerk

21 Sea Street, P.O. Box 248

Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232

E-mail Address jnolan@mtdesert.org Web Address www.mtdesert.org

INSTRUCTIONS for COMPLETING INTENTIONS of MARRIAGE WORKSHEET

Both the Bride and Groom need to complete the appropriate sections **WITH BLACK INK** and both signatures need to be notarized before the worksheet is returned to this office (unless you will be returning it in person, then the Town Clerk may witness the signatures). There is a \$40.00 fee due at the time the Intentions are filed with the Clerk; checks are to be made payable to the Town of Mount Desert.

IT IS IMPERATIVE THAT THE INFORMATION YOU PROVIDE IS COMPLETE AND ACCURATE! This information is used to type your marriage license, which is a legal document.

SPECIAL NOTE FOR RESIDENTS: If the Bride and Groom reside in different Maine towns, Maine Law now allows the Intentions of Marriage to be filed in only one of the residence towns. If the Bride and Groom reside in the same town, they apply in that town. (If one party resides in Maine and the other resides out-of-state, then both parties file in the Maine resident's town.)

SPECIAL NOTE FOR NON-RESIDENTS: Maine Law states if both the Bride and Groom are non-residents of Maine, they may file their Intentions of Marriage in any Maine municipal office. Once the intentions are filed and the license is issued, the parties are free to marry anywhere within the State of Maine.

If either the Bride or Groom has been previously married we will need to see, prior to issuing the marriage license, **CERTIFIED** death certificate(s) and/or divorce decree(s). A certified copy means we can "feel the seal" or see the colored seal.

Once we accept the completed Intentions of Marriage worksheet, the license can be issued (there is no waiting period) and is valid for 90 days from the day the Intentions was filed. **Important: both the Bride and Groom must sign the marriage license in the presence of the Town Clerk prior to the license being issued.** At the time of signing your license, you must be able to provide your social security numbers.

Our office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Please note we do not have weekend or holiday hours.

A Certified Copy of your Marriage License (a photocopy of the license onto special State approved "safety paper" with the Town Clerk's seal) is available once the license has been returned to our office by the officiant. The cost is \$15.00 for the first copy and \$6.00 for any additional copies made at the same time. A Certified copy would be necessary, for instance, if the Bride applied to Social Security for a name change.

To avoid a delay in processing the license, please call if you have any questions. Thank you.