

# EVERYTHING YOU NEED TO KNOW ABOUT GETTING MARRIED IN BAR HARBOR

**F**irst, CONGRATULATIONS! Getting married is a milestone event in anyone's life and you have chosen to do it in the most beautiful place on earth. Good choice! To understand the process you should become familiar with the following terms:

**Officiant** - An Officiant is simply the person who presides over your marriage ceremony and signs your Marriage License. There is a [list of officiants](#) on our web site who frequently perform marriages in the area, but you are free to choose [anyone who is qualified](#).

**State of Maine Intentions of Marriage form** - The [Marriage Intentions](#) form is used to determine your eligibility to marry in Maine and to acquire all the information necessary to produce your Marriage License. There is a \$40 fee collected when the form is given to the Clerk. You have ninety (90) days from the day you submit this form to complete your marriage. Submitting the form is a public declaration of your intent to marry.

**Marriage License** - A Marriage License is a document created by the Town Clerk using the information you supplied on your Marriage Intentions form. You and your partner will both need to sign this license in the Clerk's office, after which, you will give it to your officiant. When your officiant completes your marriage ceremony, he/she will return the License to the Clerk whereupon it becomes a permanent record of the Town of Bar Harbor.

**Marriage Certificate** - If you wish to have an official record that documents your marriage you can request and pay for copies of a [Marriage Certificate](#). The current cost is \$15 for the first copy and \$6 for each additional copy. Many couples will leave funds with the Clerk during step 2 (described below) and have copies of their Marriage Certificate mailed to them.



**Next**, you must choose where to file your paperwork.

- *Residents of Maine are free to marry here in Bar Harbor but you must file the State of Maine Intentions of Marriage form in the town in which one (or both) of you reside. The actual ceremony can take place here in Bar Harbor but the paperwork must originate in your home town.*
- *Residents of foreign countries or states other than Maine can file the State of Maine Intentions of Marriage form in any Maine town they wish including Bar Harbor. Regardless of the town in which you file this form, you may have the ceremony here in Bar Harbor.*

**Next**, there are three (3) steps you must accomplish to become married:

**Step 1:** Begin by downloading the State of Maine [Intentions of Marriage](#) form on our web site. You may print the form immediately and fill it out by hand, but we recommend completing the form on your computer to ensure the information entered is legible. Here are some tips on completing and submitting the form correctly:

- Blocks #12 & #25 ask for the Mother's maiden name (last name at birth).
- Blocks #7 & #20 ask for "County" not "Country." If you Google the name of your town or city, the Wikipedia link will show you your County.
- If you or your partner has ever been married before, you must provide original, Court Certified copies of the most recent Divorce Decree or Death Certificate. These documents will have either a raised seal (embossed) or different color stamp (not black). The Clerk does not keep these documents. They will be returned to you, but the Clerk must examine them at the time your Intentions form is processed.
- If you do not live close to Bar Harbor we recommend you and your partner have your signatures notarized by someone in your area. Your local bank will often provide this service. You may then mail the completed

Intentions form to us along with a check for \$40 (Town of Bar Harbor) and copies of the Divorce Decrees (if applicable).

Town of Bar Harbor  
93 Cottage St, Bar Harbor  
ME 04609-1400

- If you live in the Bar Harbor area, we can notarize your signatures here in the Clerk's office, accept the \$40 fee and examine any Divorce Decrees all in one visit providing you and your partner have valid photo ID in hand (State ID/Driver's License or Passport).

**Step 2:** From the information you provide on the Intentions form, we will prepare your Marriage License. If you mail the Intentions form to us (the preferred method) we will prepare your Marriage License in advance and have it ready for you when you both come to sign it. If you deliver your Intentions form in person, please keep in mind that while there is no "waiting period" in Maine, it takes about 40 minutes to create a Marriage License, longer if there are other customers ahead of you.

Whether you deliver your Intentions form in person or by mail, the day on which we receive it is an important one. From that day, you have ninety (90) days in which to get married. If you fail to get married within 90 days you must start the process all over again.



When you and your partner pick-up your Marriage License in the Town Clerk's office you will both be asked to sign duplicate originals; one printed on white paper and one on pink paper. Once signed, you will leave the clerk's office with the white copy and give it to your Officiant. The pink copy will be sent to the [Office of Vital Records](#) in Augusta, Maine.

**Step 3:** On or just before your wedding day give your Officiant the white copy of your Marriage License. After the ceremony, the Officiant will obtain the signatures of two (2) people who have witnessed your wedding and sign the license him/herself.

***Congratulations! You're married!***

Your Officiant is responsible for returning the signed and witnessed Marriage License back to the Clerk's office within seven (7) days. When we receive your License back from the Officiant we will scan it into our digital archives and store the paper version with our Vital Records.

**Step 4: (Optional)** Unless you have requested and paid for a [Marriage Certificate](#) you will not automatically received anything to show or prove you were married. If you would like a Marriage Certificate automatically mailed to you, be sure to leave funds with the Clerk during the visit when you and your partner sign the white and pink copies. The cost is fifteen (\$15) dollars for the first Certificate and six (\$6) dollars for each additional copy. There is no additional fee for postage and/or handling.

If you forget to do this or wish to obtain a [Marriage Certificate](#) at some later date, just download, fill out and print the form using the instructions that are included with it.

**That's it.** If you have any questions that aren't answered here, please call the Bar Harbor Town Clerk's office at 207-288-4098, Monday – Friday, 8:30 – 5:00.