

EVERYTHING YOU NEED TO KNOW ABOUT GETTING MARRIED IN BAR HARBOR

Where to file your paperwork.

- **Residents of Maine** must file in the town in which one (or both) of you reside. The ceremony can take place in Bar Harbor but the paperwork must originate in your hometown.
- **Residents of other states or foreign countries** can file in any Maine town and have the ceremony in any Maine town.

Step 1: Complete the State of Maine Intentions of Marriage Form

The three-page State of Maine Intentions of Marriage form is a legal document that is used to determine your eligibility to marry in Maine and to generate your marriage license. Submitting this form is a public declaration of your intent to marry.

The form is available at the Town Clerk's Office or on our website. We recommend completing the form on your computer to ensure the information entered is legible. Note: Not all browsers open the form as a fillable PDF.

Before signing the form, please note that your signatures must be witnessed either by a Notary Public in your area or at the Bar Harbor Town Clerk's Office.

Step 2: Submit your completed Intentions of Marriage Form

If either partner has been married before, at the time your Intentions form is submitted you must provide original, court certified copies of the most recent Divorce Decree or Death Certificate. These documents will have either a raised seal or different colored stamp. They will be returned to you when you pick up your license.

There is a \$40 filing fee.

For out of state couples, we prefer you submit your form by mail. Checks should be made payable to "Town of Bar Harbor". Send the completed form, fee and any Court Certified copies of Divorce Decrees or Death Certificates to:

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

You may also bring your completed form to the Clerk's Office. In person, you may pay the fee by cash or credit card as well. Please bring photo IDs and any Court Certified copies of Divorce Decrees or death certificates with you. It takes about 30 minutes to process the Intentions form and generate the marriage license.

From the date your Intentions form is filed in our office, you have 90 days in which to get married. If you do not get married within 90 days, you must start the filing process over again.

Step 3: The Marriage License

Whether you mail in your Intentions form or bring it into the office, both parties must sign the license in the presence of the clerk. You will leave the office with the signed copy of your Marriage License, which you will give to your Officiant.

Step 4: The Ceremony

The Officiant is the person who presides over your marriage ceremony. After the ceremony, the Officiant will obtain the signatures of two witnesses and sign the license. By state law, your Officiant is responsible for returning the Marriage License to us within seven days. When we receive your License from the Officiant, we will then complete the record in the State of Maine database. There is a list of officiants on our website who frequently perform marriages in the area, but you are free to choose anyone who is qualified according to State of Maine regulations.

Step 5: The Marriage Certificate

The Marriage Certificate is the official document with the Town seal that is your proof of marriage. You will not automatically receive certificates, however, you may pre-pay for them at the time you obtain your license and they will be mailed to you once the record is complete. Or you can obtain your Marriage Certificate(s) at a later date using the application found on our website. The cost is \$15 for the first certificate and \$6 for each additional certificate. There is no additional fee for postage and handling.

If you have any questions, please call the Bar Harbor Town Clerk's office at 207-288-4098, Monday – Friday, 8:30 – 5:00 ET.