

Hawai'i Marriage Officiant Guide

Officiant: Any minister may perform marriage ceremonies if he/she is authorized by their church to do so. *You may not be "self ordained."* The marriage performer must present his/her license for inspection by the bridal couple upon request.

- Ministers must obtain a license from the Hawai'i Department of Health before performing marriages. **Church-issued documents must be submitted to the Hawai'i DOH within 30 days of issuance.**
- Ministers must keep a record of all marriages they perform, and must report all marriages they perform to the Hawai'i Department of Health.

If your ordination is currently active, you may apply online for your License to Perform Marriages and/or Civil Unions from the Hawai'i Department of Health. To file online, go to <http://url.ie/e5mw> and select "Religious Marriage Performer" (on the first page) and "Marriage" (on the second page).

MARRIAGE LICENSE INFORMATION

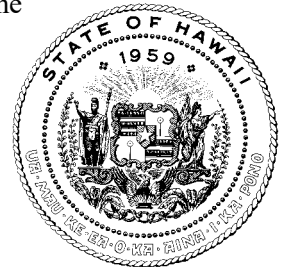
Much of the information below is state law; however, this information can vary from location to location. We recommend contacting the Hawai'i Department of Health (<https://marriage.ehawaii.gov>) before applying for your marriage license.

ID Requirement: Two valid forms of ID, such as drivers license, birth certificate, U.S. passport, Armed Forces ID card, or resident alien ID card.

Residency Requirement: Parties to the marriage do not have to be residents of Hawai'i.

Application Requirement: Applicants will also be asked to fill out a Marriage License Application Form. The parties to the marriage must prepare an official application and file the application together, in person, with the marriage license agent. Applications are provided by the marriage license agent or may be downloaded from the Hawai'i Department of Health website. *The application will not be accepted if sent by either postal mail or e-mail.*

- Upon approval, a marriage license is issued at the time the application is made.
- A newly married couple receives one certified copy of the marriage certificate at no extra charge upon payment of the marriage license fee, which will be sent to the couple by mail (60-120 days) after the marriage has been performed. If a marriage certificate is needed sooner than this, you can apply for one or more additional certified copies.



Waiting Period: No waiting period is required.

Fee: \$60 — Cash only.

Blood Tests: Blood tests are not required.

Under 18: To marry, males and females must be at least 16 years of age. Males and females under age 18 must have written consent from both parents, legal guardians, or the family court. Males and females at age 15 may marry with the written consent of both parents or legal guardian(s) *and* the written approval of the judge of the family court.

- Consent forms may be obtained from the marriage license agent.
- The legal age to marry is 18 years for both males and females. Proof of age is required.
- A certified copy of a birth certificate must be presented for anyone 18 years of age or under.
- A valid I.D. or driver's license may be presented for anyone 19 years of age or over.

Proxy Marriages: Not permitted.

Cousin Marriages: Cousins may marry. However, the blood relationship between the prospective couple cannot be closer than first cousins.

Same-Gender Marriages: Permitted.

Valid: A Hawai'i marriage license is valid for 30 days. The marriage license can only be used within Hawai'i.

For additional information, please visit FirstNationMinistry.org/us/hawaii

The above information is believed to be current and correct, but does not purport to be legal advice, is not all-inclusive and shall be used only as a guide. Under the terms specified in your ordination, you are solely responsible for becoming familiar with and complying to all current laws and regulations in effect within the jurisdiction in which you will conduct ceremonies.

Hawai'i Marriage Performer Guidelines

The top and lower portion of the marriage license worksheet will be completed by the marriage license agent. The couple will sign the worksheet in the presence of the agent prior to the marriage and in your presence after the marriage has been performed. You will be responsible for the completion of the performer section in the electronic marriage registration system. If you are using a paper worksheet, use a permanent black ink pen and please make entries accurate and legible.

PERFORMER SECTION

Declared Middle and Last Names:

To be completed by the Applicants:

- Middle Name(s): Each applicant to print middle name(s) he/she will be using after marriage. No first names should be entered
- Last Name: Each applicant to print last name he/she will be using after marriage.

Note: These are individual choices and do not have to match.

Applicants' Legal Signatures After Marriage:

- Enter legal signatures in respective spaces provided. Signatures should match the entries for middle and last names.

Date of Marriage:

Enter date of marriage in full. Do not use abbreviations or numerals. For example: entry should be "January 1, 2020" and *not* "Jan 1, 2020" or "1/1/20". Be sure date of marriage does not precede the date license was issued. Also, license is good only for 30 days counting the date of issuance. **DO NOT PERFORM MARRIAGE IF THE LICENSE HAS EXPIRED.**

Place of Ceremony:

- Enter actual place of ceremony.
- If in a church, give full official name of the church, street address and city or town.
- If at a private residence, give street address and city or town.
- If at a park, beach or other recreational area, enter correct name. Obtain official name by reading the sign posted at the entrance. Also, enter name of city or town. For example, the park at Round Top should be entered "Puu Ualakaa State Park, Honolulu" and not "Round Top Park, Honolulu."
- If at a hotel or public building, give the name, street address, and city or town.
- If on a boat within the three-mile limit, give best description of location. For example, "Aboard 'Leilani' approximately one mile offshore fronting Aloha Tower."

County of Ceremony:

Enter correct county. On Oahu, the county should always be Honolulu County; the Big Island of Hawaii is Hawaii County; Niihau and Kauai are Kauai County; and Molokai, Lanai and Maui all come under Maui County. Kalawao comes under Kalawao County.

Island of Ceremony:

Enter correct island where marriage is performed.

Type of Ceremony:

Enter "Religious" or "Civil." *Do not enter "Christian," "Buddhist," etc.*

Marriage Performer's Signature:

- Your signature should be in this space. Print your name and title in the next space.
- Enter your license number in left margin next to commission number heading.



PERFORMER REGISTRATION FOR A LICENSE TO PERFORM CIVIL UNION AND/OR MARRIAGE CEREMONIES

Department of Health
Healthy People • Healthy Communities • Healthy Islands

Home Applicants Performers Authorized User Help

Civil Union License Application

Registration
Guidelines

Requirements for obtaining a license

- In applying for a civil union license, both applicants must appear in person before a civil union license agent.

- I. Select “Performers” from the menu bar at the top of the screen by placing your mouse over “Performers” to display the “Registration” and “Guidelines” links.

Registration: To apply for a license to perform civil union and/or marriage ceremonies.
Guidelines: To access the civil union and marriage performer guidelines.

- II. To register, click “Registration” under “Performers” at the top menu, which brings up the Introduction page.

Introduction

All marriage and civil union performers must be licensed by the State of Hawaii before performing a marriage or a civil union. This website will help provide you with the information needed to be licensed as a marriage and/or civil union performer.

A \$10.00 portal administration fee will be collected online upon completion of your application. Payment will be accepted with a major credit card. Your application will be submitted for review. Upon approval, you will receive an email notification along with your approved license number and an electronic copy of your certificate.

There are four types of marriage and/or civil union performers in the State of Hawaii. Please click a link below for more information:

1. [Religious](#)
 - Religious Marriage Performer
Minister, priest, or officer of any religious denomination or society who has been ordained or is authorized to solemnize marriages according to the usages of such denomination or society, or any religious society not having clergy but providing solemnization in accordance with the rules and customs of that society (HRS §572-12)
 - Religious Civil Union Performer
Any ordained or licensed member of the clergy (Act 1, section -4(b), Session Laws 2011)
2. [Judge](#)
 - Judge for Marriage Performer
Any justice, judge or magistrate, active or retired, of a state or federal court in the State (HRS §572-12).
 - Judge for Civil Union Performer
Any judge or retired judge, including a federal judge or judge from another state who may legally join persons in chapter 572 or a civil union, (Act 1, section -4(b), Session Laws 2011)

Select the type of performer by clicking either “Religious” or Judge”.

III. After selecting the type of performer, the Application data entry screen will appear.

A. **Religious:**

Application for License to Perform Marriages and/or Civil Union in Hawaii

*** Performer Type:** Religious

*** I want to perform:** Marriage Civil Union

Marriage
Hawaii Revised Statutes, section 572-12 requires that "A license to solemnize marriages may be issued to, and the marriage rite may be performed and solemnized by any minister, priest, or officer of any religious denomination or society who has been ordained or is authorized to solemnize marriages according to the usages of such denomination or society, or any religious society not having clergy but providing solemnization in accordance with the rules and customs of that society."

Hawaii Revised Statutes, section 572-13.5 states that "Any license to solemnize marriages issued pursuant to section 572-12 may be revoked or suspended by the department of health, if the holder of the license has failed to comply with the applicable provisions of this chapter or of the rules of the department of health."

Civil Union
Act 1, section -4(b), Session Laws 2011, requires that "Any ordained or licensed member of the clergy may solemnize a civil union. Solemnization may be entirely secular or may be performed according to the forms and usages of any religious denomination in this State."

Act 1, section -4(e), Session Laws 2011, states that "The department of health may revoke or suspend a license to solemnize civil unions."

I attest, under penalty of perjury, that I meet the above requirements, that I have not had any previous licenses to perform marriages or civil unions revoked by the Department of Health and that no illegal substances or activities will be part of the ceremony.

I understand that the Department of Health may revoke or suspend my license if I fail to comply with the applicable provisions of Chapter 572 or the rules of the Department of Health.

I understand that the Department of Health may revoke or suspend my license to solemnize civil unions.

1. Performers can perform marriages only, civil unions only, or both marriage and civil union ceremonies. Check the appropriate boxes. **If you are currently performing marriage ceremonies and would also like to perform civil union ceremonies, be sure to check both "Marriage" and "Civil Union".**
2. **Please read all the attestations carefully. If you agree, check the box next to the attestation. You must agree to all of the attestations.**

*** Have you ever been licensed in the past to perform marriages in the State of Hawaii?** Yes No

Yes, I am still with the same church affiliation.

Yes, I have changed my church affiliation since previously licensed.

If yes, please give previous license number

License Number:

##-#### or A#####

*** Have you performed any marriages in the State of Hawaii prior to this application?** Yes No

If yes, please give date and place of last marriage

Date:

MM/DD/YYYY

Place:

Title:

*** First Name:**

Middle Name:

*** Last Name:**

*** Date of Birth:**

MM/DD/YYYY

*** Residence Address Line 1:**

Residence Address Line 2:

Apartment or suite (max. 5 characters)

*** City:**

*** State:**

Province:

* Zip/Postal Code:

* Country: United States

Mailing address same as residence address

* Mail Address Line 1:

Mail Address Line 2:

* City:

State:

Province:

* Zip/Postal Code:

* Country: United States

* Residence Phone:
###-###-#### or +##-##-####

* Cell phone:
###-###-#### or +##-##-####

* Business phone:
###-###-#### or +##-##-####

* Your E-mail:
Will be used to send performer license and future renewal reminders.

* Confirm E-mail:

3. Check "Yes" if you were previously licensed to perform marriages in the State of Hawaii. If yes, check whether you are affiliated with the same church or check whether you have changed your church affiliation since you were previously licensed. If you are affiliated with the same church, enter your commission (license) number. The number you enter is checked with our database. If there is a match, you will be able to use the same license number if the newer-type format is used (e.g., 11-____); or if your number uses the older format (e.g., A-____ or numbers without the A), you will be issued a new number. If you changed your church affiliation, you will be issued a new license number.
4. Check "Yes" if you performed marriages in the State of Hawaii prior to this application. If yes, give date and place (island?) of marriage.
5. Enter the following:
 - Title (e.g., Reverend, Pastor, etc.).
 - First, middle and last names.
 - Date of birth.
 - Residence address: Address 1, Address 2 (enter any apartment or suite number in address 2), City, State (if U.S., select from the drop-down list), Province (outside of U.S.), Zip/Postal Code, and Country (select from the drop-down list).
 - Phone numbers: Residence, cell and business phone numbers (at least one phone number is required).
 - Email address (required field).
 - Mailing address: If same as residence address, check the box; otherwise, enter new address.
6. Click "Continue" to bring up the church information data entry page

Application for License to Perform Marriages and/or Civil Union in Hawaii

Religious Performer

Note: Questions must be filled in by ministers who perform religious ceremonies.

* Church Name :	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
State:	<input type="text"/>
Province:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>
* Country:	United States <input type="text"/>

- Enter the church name and address.
- Click “Continue” to bring up the “Confirm Your Information” page.

~~B. Judge~~

Application for License to Perform Marriages and/or Civil Union in Hawaii

* Performer Type:	Civil
* I want to perform:	<input checked="" type="checkbox"/> Marriage Hawaii Revised Statutes, section 572-12 requires that "A license to solemnize marriages may be issued to, and the marriage rite may be performed and solemnized by any justice or judge or magistrate, active or retired, of a state or federal court in the State." Hawaii Revised Statutes, section 572-13.5 requires that "Any license to solemnize marriages issued pursuant to section 572-12 may be revoked or suspended by the department of health, if the holder of the license has failed to comply with the applicable provisions of this chapter or of the rules of the department of health." <input checked="" type="checkbox"/> Civil Union Act 1, section -4(b), Session Laws 2011, requires that "Any judge or retired judge, including a federal judge or judge of another state who may legally join persons in chapter 572 or a civil union, may solemnize a civil union." Act 1, section -4(e), Session Laws 2011, states that "The department of health may revoke or suspend a license to solemnize civil unions."
	<input checked="" type="checkbox"/> I attest, under penalty of perjury, that I meet the above requirements, that I have not had any previous licenses to perform marriages or civil unions revoked by the Department of Health and that no illegal substances or activities will be part of the ceremony.
	<input checked="" type="checkbox"/> I understand that the Department of Health may revoke or suspend my license if I fail to comply with the applicable provisions of Chapter 572 or the rules of the Department of Health.
	<input checked="" type="checkbox"/> I understand that the Department of Health may revoke or suspend my license to solemnize civil unions.

- ~~1. See A.1-2 above.~~

* Have you ever been licensed in the past to perform marriages in the State of Hawaii? Yes No

If yes, please give previous license number

License Number:

##-#### or A#####

* Have you performed any marriages in the State of Hawaii prior to this application? Yes No

If yes, please give date and place of last marriage

Date:

MM/DD/YYYY

Place:

Title:

* First Name:

Middle Name:

* Last Name:

* Date of Birth:

MM/DD/YYYY

* Residence Address Line 1:

Residence Address Line 2:

Apartment or suite (max. 5 characters)

* City:

* State:

Province:

* Zip/Postal Code:

* Country:

Mailing address same as residence address

* Mail Address Line 1:

Mail Address Line 2:

* City:

* State:

Province:

* Zip/Postal Code:

* Country:

At least one phone number is required

* Residence Phone:

###-###-#### or +##-##-####

* Cell phone:

###-###-#### or +##-##-####

* Business phone:

###-###-#### or +##-##-####

* Your E-mail:

Will be used to send performer license and future renewal reminders.

* Confirm E-mail:

2. Check "Yes" if you were previously licensed to perform marriages in the State of Hawaii. If yes, enter your commission (license) number. The number you enter is checked with our database. If there is a match, you will be able to use the same license number if the newer-type format is used (e.g., 11-____); or if your number uses the older format (e.g., A-____ or numbers without the A), you will be issued a new number.
3. See A.4-5 above.
4. After entering information, click "Continue" to bring up the court name page.

Application for License to Perform Marriages and/or Civil Union in Hawaii

Civil Judge

* Name of Court:
(e.g. District Court)

- ~~Enter the name of the court with which you are associated.~~
- Click "Continue" to bring up the "Confirm Your Information" page.

IV. Confirm Your Information

Application for License to Perform Marriages and/or Civil Union in Hawaii

Confirm Your Information

Check the following information carefully to make sure it is accurate.

General Information

* Performer Type: Religious

Please select one or both boxes that you are choosing to be an
performer: Civil Union Marriage

* You have not been licensed in the past to perform marriages in the State of Hawaii.
* You have not performed any marriages in the State of Hawaii prior to this application.

* First Name: Roscoe
Middle Name: --
* Last Name: Religious
* Date of Birth: 05/31/1985

* Residence Address Line 1: 650 Rose Street
Residence Address Line 2: #55
* City: Waipahu
State: Hawaii
Province: --
* Zip/Postal Code: 96797
* Country: United States
Mailing address same as residence address

Residence Phone: --
Cell Phone: --
Business Phone: 808-677-4642
Your Email: roscoe@yahoo.com
Confirm Email: roscoe@yahoo.com

Religious Performer Information

* Church Name: Magnificant
* Address: 888 Luka Street
* City: Honolulu
State: Hawaii
Province: --
* Zip/Postal Code: 96813
* Country: United States

Signature

* Re enter your name as your signature:

* I agree the information entered is accurate to the best of my knowledge

- A. Check the information to make sure it is accurate. If you need to make changes, click the "Edit" button (red box) next to the section where changes are needed.
- B. Type your name in the signature box as your signature.
- C. Check the attestation box at the bottom of the page.
- D. Click "Continue".

V. Credit Card Payment

- A. Enter your phone number, email address and credit card information.
- B. Click "Continue".

VI. Confirm Payment

- A. Review the information.
- B. Click "Pay Now".

VII. Payment Receipt

- A. Print receipt.
- B. Click "Continue".

VIII. Thank you page, where the performer guidelines for civil union and marriage can be accessed.

- IX. After registering, you will receive an email with subject "Performer Application Approval", which contains the following:
- A. Your commission (license) number.
 - B. Link to print your license.
 - C. Username and Password for the electronic registration system for civil union and/or marriage.