Important Considerations:

1. **Social Security:** Social Security website: www.ssa.gov or call 800-772-1213.

2. **Driver’s License:** Nearest office located in shopping center at SW corner of 120th & Washington or call 303-205-5600.

3. **Motor Vehicle Registration:** For information from Adams County Motor Vehicle, call 720-523-6010 or go online to www.adcogov.org/motor-vehicle.

4. **Voter Registration:** Change your name at www.govotecolorado.com.

5. **Passport:** Visit www.travel.state.gov for passport requirements, locations, and fees or call 800-487-2778.

6. **Timing:** Return your license within 63 days of the ceremony for recording.

7. **Documents:** Once certificate is recorded, keep your license/certificate in a safe place. We cannot reissue it. Only certified copies are available.

**Marriage License and Civil Union Information Guide**

You can apply on the web at adcogov.org/marriage-or-civil-union-licenses or in person.

**Marriage License and Civil Union Requirements**

- Ceremony/solemnization must happen in Colorado within 35 days from the date of issue.
- Legal age to acquire a marriage license without consent or order is 18 years of age. Applicants who are 16-17 must have parental consent from both parents. Applicants 15 years of age or younger must obtain a court order.
- To acquire a civil union, you must be at least 18 years of age.
- Acceptable forms for proof of age are government-issued IDs (e.g. driver license, passport, Colorado ID card, military ID, etc.)
- Social Security Number is required (or sworn affidavit if you do not have a social security number.)
- Divorce/widow date, if applicable.
- Fee is $30.
- Hours of issuance are 8 a.m. - 4 p.m.
**Signature Note**

*Sign your name with the name you intend to use from the point of ceremony forward.*

**FORM M-4a, Approved by the Office of the State Registrar of Vital Statistics, Revised 07/2014**

DETERMINING WHETHER A LATE FEE SHALL BE ASSESSED PURSUANT TO THIS SUBSECTION (1), THE DATE OF FORWARDING SHALL BE DEEMED TO BE THE DATE OF THE POSTMARK. CRS 14-2-109(1)

OF FIFTY DOLLARS FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM DOLLAR LATE FEE MAY BE ASSESSED FOR EACH ADDITIONAL DAY OF FAILURE TO COMPLY WITH THE FORWARDING REQUIREMENTS OF THIS SUBSECTION (1) UP TO A MAXIMUM

FAILURE TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN 20

- PARTY SOLEMNIZING THE MARRIAGE, 
- PARTY ONE
- PARTY TWO
- WITNESS (optional)

**INSTRUCTIONS**

To complete the Marriage or Civil Union Certificate, fill in the blanks with the following information:

May sign the certificate as a self-solemnizing:

- your officiant is not a judge/magistrate or does not have a religious ordination, you must sign the certificate as a self-solemnization.
- a civil officiant, such as a judge or magistrate,
- an officiant who has a religious ordination, such as a minister, pastor, reverend.

There are three categories of people who are authorized to sign the marriage or civil union certificate. This is an example of how to fill out the Marriage or Civil Union Certificate.

**INFORMATION GUIDE**