

## NOTICE TO OFFICIALS

TO: Ministers, Magistrates, Persons with authority to perform marriages and witnesses  
FROM: Matthew S. Willis, Register of Deeds  
RE: Compliance with G.S. 51-16 after issuance of marriage licenses

The Register of Deeds is responsible for issuing licenses for marriages to be performed within the State of North Carolina and for keeping the appropriate records.

- A. A marriage license purchased in North Carolina may be used in any county in North Carolina. Following the ceremony, the license must be returned to the county of purchase.
- B. The license is valid for 60 days and the marriage ceremony must be performed in that time frame.
- C. Both copies of the license must be completed by the person performing the ceremony and two witnesses. **The license must be returned to the county of purchase within 10 days of the ceremony.** Please see the example below on how to complete the license. Type or print legibly all required information and use black ink for signatures.

PREPARED BY SIGNER		WITNESS / PRODIGER	
21a. I CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON: MONTH DAY YEAR January 1 2020		21b. PLACE OF MARRIAGE - COUNTY Harnett County	
OFFICIANT	21c. SIGNATURE OF OFFICIANT <i>James A. Smith</i>	21d. TITLE Officiant/Minister	
	21e. NAME OF OFFICIANT (PRINT TYPE) James A. Smith	21f. ADDRESS 123 Main St, Lillington, NC	
WITNESSES	22a. SIGNATURE OF WITNESS <i>John B. Doe</i>	22b. SIGNATURE OF WITNESS <i>Jane C. Doe</i>	
	22c. NAME OF WITNESS (PRINT TYPE) John B. Doe	22d. NAME OF WITNESS (PRINT TYPE) Jane C. Doe	
	22e. ADDRESS OF WITNESS 456 Pine St, Lillington, NC	22f. ADDRESS OF WITNESS 456 Pine St, Lillington, NC	

DATE RETURNED TO REGISTER OF DEEDS \_\_\_\_\_ RECEIVED BY \_\_\_\_\_  
DH-16 3132 REGISTER OF DEEDS COPY  
N.C. VITAL RECORDS (Revised 11/2016)

- 21a. Month, day and year marriage ceremony was performed
- 21b. County where the marriage ceremony was performed.
- 21c. Signature of officiant who performed the ceremony.
- 21d. Typed or clearly printed title of officiant.
- 21e. Typed or clearly printed name of officiant.
- 21f. Typed or clearly printed address of officiant.
- 22a. Signature of witness #1.
- 22b. Typed or clearly printed name of witness #1.
- 22c. Typed or clearly printed address of witness #1.
- 23a. Signature of witness #2.
- 23b. Typed or clearly printed name of witness #2.
- 23c. Typed or clearly printed address of witness #2.

- D. **Both copies of the completed license are to be returned to:**

Harnett County Register Of Deeds  
305 W. Cornelius Harnett Blvd, Suite 200  
Lillington, NC 27546

If you have any questions please contact the Harnett County Register of Deeds Office at 910-893-7540.