

## REQUIREMENTS

PURSUANT TO SECTION 60, VOL. I, ARTICLE II OF THE CIVIL CODE OF GUAM AND PUBLIC LAW 16-73, THE FOLLOWING MUST BE COMPLIED WITH BEFORE THE ISSUANCE OF ANY MARRIAGE LICENSE.

1. **BOTH APPLICANTS** must be present at the time of submission of this application. Valid Picture Identification.
2. **BIRTH CERTIFICATES:** Both applicants must present a Certified True Copy of their Birth Certificates issued by the Office of Vital Statistics or Registrar. *Baptismal or hospital certificates are not acceptable.* Birth certificates in foreign languages must be translated by an official translator and notarized.
3. **ADOPTION:** If either applicant was adopted, adoption papers must be presented.
4. **NATURALIZED CITIZENS:** If either applicant is a Naturalized Citizen; Naturalization Certificate or Certificate of Citizenship must be presented and accompanied by a U.S. Passport. Applicants must provide a Notarized Affidavit of Foreign Birth.
5. **FOREIGN COUNTRY:** If either applicant was born abroad (in a foreign country) to U.S. Citizens (Parents), be it on military installations / other, a Department of State, Certification of Birth Abroad (Form FS-545) must be presented or in a foreign country. Applicants must provide a Notarized Affidavit of Foreign Birth.
6. **ALIEN:** If either applicant is a Resident Alien or Non-Immigrant Alien, or of foreign descent, it is mandatory that he or she present their birth certificate or family register, duly translated into English, and their respective country's current passport. Applicants must provide a Notarized Affidavit of Foreign Birth indicating their correct Full Legal Name; Date and Place of birth; Residential Address; Parents Complete Names (living or deceased) and Parents Residential Address (if living); and Whether or Not either applicant has been previously married.
7. **PREVIOUS MARRIAGE:** In case of termination of a previous marriage by divorce, death or annulment, the applicant must provide a Certified True Copy of the final divorce decree and/or Interlocutory Judgment (if maiden name was restored, document must be provided), death certificate and/ or annulment document to the Office of Vital Statistics. Photo or Xerox copies are not acceptable. (CC Vol. I Sec. 69(d) and Attorney General Memo, Ref. 81-0292 dated July 7, 1981)
8. **RETENTION OF MAIDEN NAME:** If a female applicant desires to maintain her maiden name after marriage, she must submit an Affidavit to Retain Maiden Name in Triplicate stating the fact that she elects to keep her maiden name after marriage and the reason. All three affidavits must be notarized.
9. **HYPHENATION:** Intention to hyphenated name after marriage must be declared at the time of marriage license application.
10. **FEE:** A fee of Thirty Dollars (\$30.00) is required upon filing of this application and is not refundable if the license is not issued or used. (CC Vol. I Sec. 69, (i) Amd. 16-73, Sec. 11).
11. **WAITING PERIOD:** No license shall be issued/released until after the expiration of five (5) days after final submission of the application. Such a waiting period may be waived through affidavit for good cause shown. An additional fee of Fifty Dollars (\$50.00) will be assessed for the waiver, if approved.
12. **MINORS:** Applicants under the age of eighteen (18) must obtain a Court Order to marry and must be accompanied by a parent or guardian giving consent upon filing this application.
13. **COMMUNITY DEVELOPMENT FUND:** Please be advised that if a Mayor or Vice Mayor is to perform your marriage ceremony, there is an additional fee of \$50.00 payable at the time of application.
14. **Processing of Marriage Application is between 9:00am – 10:30am and 1:00 pm – 2:30pm.**