



Lannie Chapman
Salt Lake County Clerk

Nikila Venugopal
Chief Deputy Clerk



MARRIAGE SOLEMNIZATION DESIGNATION
(Single Marriage Ceremony Within the State of Utah)

Name of Designee: _____ **Date:** _____
Address: _____
City, State & Zip: _____
Phone: _____

I, _____ (print name), residing in _____ (city),
_____ (state), request to be designated to solemnize the following marriage in the State of Utah for
which a marriage license has been issued within the State of Utah:

Marriage between _____ (Spouse 1) and _____ (Spouse 2)
Marriage License No. _____, _____ County, Utah.

I understand that the Salt Lake County Clerk may designate persons who are willing to be available during
Salt Lake County Clerk business hours to solemnize marriages for which a marriage license has been issued in the State of
Utah.

- 1. I agree to be available during the business hours of the Salt Lake County Clerk’s office, and at my discretion
outside of business hours, to solemnize the above marriage within the boundaries of the State of Utah at a date and time
chosen by the parties to the marriage within the time period during which the above marriage license is valid.
- 2. This designation is terminated when the above marriage has been solemnized and the marriage license has
been completely filled out and returned to the issuing Clerk’s Office or when the above marriage license may no longer be
used, whichever comes first.
- 3. I am 18 years of age or older.
- 4. I agree not to solemnize this marriage unless two witnesses, each 18 years or older, are present to attest to the
marriage.
- 5. I agree to solemnize a marriage that provides an opportunity for each party to affirm their willingness to enter
into marriage and a statement that the couple is now legally married. An example of a ceremony is available upon
request.
- 6. I agree to ensure that the marriage license is filled out accurately and completely, including all signatures.
- 7. I agree to return the official license to the issuing Clerk’s Office either by hand-delivery or in the self-
addressed return envelope immediately after the ceremony, but no later than thirty (30) days after the marriage is
solemnized. Failure to do so is a misdemeanor under Utah Code Ann. 30-1-11.
- 8. I agree to complete the marriage certificate and provide it to the couple to be used as a keepsake.

Dated: _____
_____ Designee’s Signature

Do Not Fill Out Below This Line, Office Use Only!

I, Lannie Chapman, Salt Lake County Clerk, hereby designate _____
as a Salt Lake County Clerk designee who may solemnize the marriage ceremony of
_____ (Spouse 1) and _____ (Spouse 2)
within the boundaries of the State of Utah for which a marriage license has been issued within the State of Utah, during
business hours, and at the Designee’s discretion, outside of business hours. This designation terminates when the above
marriage has been solemnized with the marriage license completely filled out and returned to the issuing Clerk’s Office or
when the above marriage license may no longer be used, whichever comes first.

Dated: _____
_____ Lannie Chapman, Salt Lake County Clerk