

# **INSTRUCTIONS**

## **PETITION TO RECORD MARRIAGE**

*IT IS STRONGLY RECOMMENDED THAT YOU  
CONSULT AN ATTORNEY*

### **DISCLAIMER**

**THE SELF HELP CENTER STAFF AND THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THE PACKETS IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY CALL THE DAUPHIN COUNTY LAWYER REFERRAL SERVICE AT (717) 232-7536.**

**THESE FORMS SHOULD BE USED ONLY WHEN THE FORM  
REQUIRED TO RECORD AND CERTIFY THE MARRIAGE WAS  
NOT RETURNED AND/OR RECEIVED BY THE DAUPHIN  
COUNTY REGISTER OF WILLS/CLERK OF THE ORPHANS'  
COURT AND BECAUSE OF THE LAPSE OF TIME, THE  
MARRIAGE LICENSE WAS MARKED AS EXPIRED.**

**ORDER PAGE**

- Complete the name of the petitioners. Leave the No. line blank.
  1. List the name of the petitioners, place of marriage and date of the marriage.
  2. List the name of the officiant and the title of the officiant.
  3. Enter the address of the officiant.
- Complete the Distribution Legend located on the bottom of the page. Fill in your name and address.

**PETITION TO RECORD MARRIAGE RECORD**

- Complete the top right hand corner and fill in your name, complete address, telephone number and email address.
- Complete the name of the petitioners. Do not fill in the docket number.
- Enter your names.
  1. Enter the name of the petitioners as they appeared on the original marriage license application. List your present address.
  2. List the date that you applied for a Dauphin County Marriage License.
  3. List the date of the marriage and the address where the marriage took place.
  4. List the title and name of the officiant.
  5. Attach to the Petition as Exhibit A a copy of the marriage license application that was marked as expired.

6. List the types of proof of the marriage that you are attaching to the petition as Exhibit B. Examples of proof are affidavits from the officiant, witnesses, bridal party, photographs and a copy of the program.

- Sign you names and write the date.

File an original and a copy with the Register of Wills/Clerk of Orphans' Court and pay the filing fee (cash or money order made payable to the Dauphin County Register of Wills/Clerk of the Orphans' Court). Personal checks are not accepted. The Register of Wills/Clerk of the Orphans' Court office is located on the first floor of the Dauphin County Courthouse, 101 Market Street, Room 103, Harrisburg, PA. 17101

**Also attach a completed copy of the Praeceptum for Assignment.**

# FORMS

## PETITION TO RECORD MARRIAGE

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**REQUEST FOR ASSIGNMENT  
ORPHANS' COURT MATTERS**

**DAUPHIN COUNTY  
TWELFTH JUDICIAL  
DISTRICT  
COURT OF COMMON  
PLEAS**

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File the original of this form with the **Clerk of the Orphans' Court**. (Use reverse side if necessary.  
**DO NOT ABBREVIATE PARTIES.**)

<b>NAME OF CASE:</b>
<b>DOCKET NUMBER:</b>
<b>THE MATTER IS READY FOR DISPOSITION ON THE PETITION.</b>

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PETITIONERS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PETITIONERS

IN RE: MARRIAGE OF

: IN THE COURT OF COMMON PLEAS  
: DAUPHIN COUNTY, PENNSYLVANIA  
: ORPHANS' COURT DIVISION

\_\_\_\_\_  
(Name on Original Record )

:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:

NO. \_\_\_\_\_

AND

\_\_\_\_\_  
(Name on Original Record)

**ORDER**

AND NOW THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

upon consideration of the Petition to Record Marriage, it is hereby ordered that the marriage record of \_\_\_\_\_ and \_\_\_\_\_ be amended to state the

following:

1. \_\_\_\_\_ and \_\_\_\_\_  
Name

\_\_\_\_\_  
Name

were married at \_\_\_\_\_ on \_\_\_\_\_  
Place of Marriage  
Date of Marriage

2. The name of officiant and title was \_\_\_\_\_  
Complete Name of Person Performing the Marriage and Title.

3. The address of the officiant was \_\_\_\_\_.

Upon amendment of the marriage record, a certified copy of the Marriage License shall

be issued by the Register of Wills/Clerk of the Orphans' Court to the petitioners.

BY THE COURT:

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Judge

Distribution:

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Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Telephone Number)

Email: \_\_\_\_\_

(Email Address)

IN RE: : IN THE COURT OF COMMON PLEAS  
: DAUPHIN COUNTY, PENNSYLVANIA

MARRIAGE OF: :  
: ORPHANS' COURT DIVISION

\_\_\_\_\_  
(Name on original record)

: NO. \_\_\_\_\_

AND

\_\_\_\_\_  
(Name on original record)

**PETITION TO RECORD MARRIAGE**

AND NOW COMES \_\_\_\_\_  
(Your Names)

who file this Petition To Record Marriage and present the following:

1. The petitioners are \_\_\_\_\_  
(Your names as they appear on the original marriage application)

who reside at \_\_\_\_\_  
(Your complete address including Street, City, County, State)

2. The petitioners completed a Dauphin County Marriage License Application on \_\_\_\_\_  
(Date application was completed)

3. The petitioners were married on \_\_\_\_\_ at \_\_\_\_\_  
(Date of marriage)

\_\_\_\_\_  
(Complete Address of Place of Marriage)

4. The ceremony was officiated by \_\_\_\_\_  
Title and Name of Officiant



5. The form required to record and certify the marriage was not returned and/or received by the Dauphin County Register of Wills/Clerk of the Orphans' Court. Accordingly, upon lapse of time, a Clerk/Deputy of the Register of Wills/Orphans' Court marked the Marriage License Application as expired. See Exhibit A which is attached to this petition.

6. Proof of the marriage ceremony is attached to the petition as Exhibit B: (Check as many as are available)

- Affidavit of Officiant
- Affidavit of Witnesses to Marriage
- Photographs from Marriage Ceremony
- Program from Marriage Ceremony

Wherefore, we request the court to grant this Petition to Record Marriage and direct the Register of Wills Clerk of the Orphans' Court to issue a marriage certificate.

We verify that the statements made in the Petition to Record Marriage are true and correct. We understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature