

Special Processes & Procedures

Marriage License E-File System

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The Indiana Supreme Offices of Court Services and Court Technology, Indiana Department of Health, and the Indiana State Library partnered to automate the process for issuing marriage licenses at local Circuit Court Clerks' offices. The resulting Marriage License E-File System collects all the information required and stores records electronically so information is easy to retrieve and transmit for state agencies as required by Ind. Code 31-11-4-18.

The system is a web-based application available through INCite. All Indiana Circuit Court Clerks use the system to automate and expedite functions previously done on paper. The electronic system captures the information entered by the Clerk, who prints an application for the couple to sign attesting to the accuracy of the personal information. A Marriage License form for the officiant to sign upon solemnization is also created. The officiant simply returns the license after the ceremony, as required by I.C. 31-11-4-16, and the clerk enters the officiant's information, date, and location of marriage for the electronic record.

The system gives Clerks the ability to print a marriage license directly from the web-based system and eliminates the need to purchase costly paper record books. Clerks can also instantly search for marriage records statewide. When a marriage record is found, the county which originally produced the license may print certified copies without the need to search through stacks of record books.

The public Online Marriage License Application (OMLA) feature permits couples to enter most of the required information before they visit the courthouse to apply for their marriage licenses. This dramatically reduces the time clerks spend processing applications and the time applicants spend in the Clerk's Office.