



BERKELEY COUNTY PROBATE COURT

KEITH W. KORNAHRENS, JUDGE OF PROBATE
CRYSTAL S. SMALLS, ASSOCIATE JUDGE OF PROBATE

INSTRUCTIONS FOR COMPLETING THE MARRIAGE LICENSE

****Please read these instructions CAREFULLY before completing and returning the License and Certificate of Marriage.****

Pursuant to SC Code 20-1-340 the authorized person officiating a wedding ceremony is to return the signed and notarized "Probate Judge" and "Probate Judge/DHEC" copies of marriage license to the Probate Court within fifteen(15) days of the ceremony. You are charged by statute with returning the two copies listed above to the Probate Court, **NOT THE COUPLE.**

There are 3 copies of your marriage license:

1. PROBATE JUDGE COPY
2. PROBATE JUDGE/DHEC COPY
3. BRIDE/GROOM/SPOUSE COPY

A NOTARY, MINISTER OF THE GOSPEL, or JEWISH RABBI can marry you and is the OFFICIANT.

Sign below your names (LINES 20 & 21) on all 3 copies, IN THE PRESENCE OF THE OFFICIANT.

OFFICIANT must complete the bottom portion of all 3 copies.

The Officiant must mail back to the Court the:

1. PROBATE JUDGE COPY
2. PROBATE JUDGE/DHEC COPY

You will keep the BRIDE/GROOM/SPOUSE COPY as proof of your marriage.

OFFICIANT, You complete lines: (22),(23),(24a),(24b),(24c), and (24d).

***CORRECT DATE OF MARRIAGE**

***PRINT YOUR NAME CLEARLY AND LEGIBLY.**

***COMPLETE YOUR FULL MAILING ADDRESS**