Marriage Administration

2. Civil Union Entry

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Click on "2. Civil Union Entry" from the Main Menu and the following window will appear:
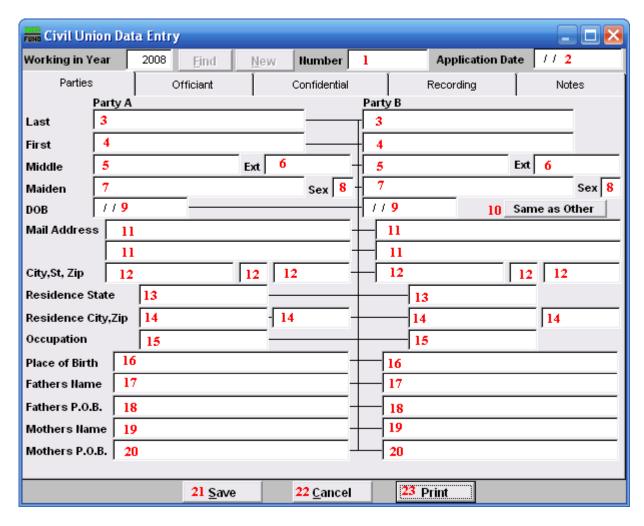
Civil Union Entry

1. **Working in Year:** Enter the Year that you wish to work in. For a new Entry, use the Current Year.

2. **Find:** Click this button and select the Entry from the table.

3. **New:** Click this button to create a new Civil Union Data Entry.

4. **Cancel:** Click "Cancel" to cancel and return to the previous screen.
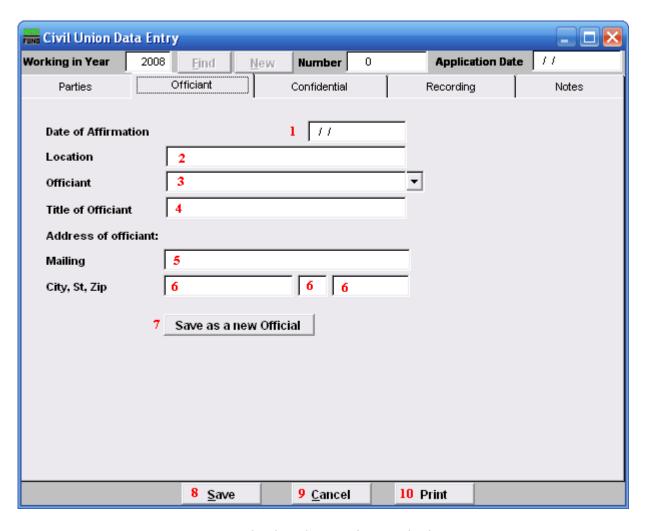
Marriage Administration

The "Parties" tab

1. **Number:** This must be a unique number. The recommendation is to use the preprinted number in the upper right hand corner of the document provided by the state of Vermont.

2. **Application Date:** Enter the date the application was submitted, in MM/DD/YYYY format.

3. **Last:** Enter Party A's/Party B's Last name.

4. **First:** Enter Party A's/Party B's First name.

5. **Middle:** Enter Party A's/Party B's Middle name.

6. **Ext:** Enter the Party A's/Party B's extended name (Sr., Jr., 3rd).

7. **Maiden:** Enter Party A's/Party B's Maiden name.

8. Sex: Enter Party A's/Party B's Sex.

9. DOB: Enter Party A's/Party B's Date of Birth in MM/DD/YYYY format.

10. Mail Address: Enter Party A's/Party B's Mailing Address.

11. City, St, Zip: Enter Party A's/Party B's City, State and Zip code.

12. Residence State: Enter Party A's/Party B's Residence State.

13. Residence City, Zip: Enter Party A's/Party B's Residence City and Zip code.

14. Occupation: Enter Party A's/Party B's Occupation.

15. Place of Birth: Enter Party A's/Party B's Place of Birth.

16. Fathers Name: Enter Party A's/Party B's Father's full name.

17. Fathers P.O.B.: Enter Party A's/Party B's Father's Place of Birth.

18. Mothers Name: Enter Party A's/Party B's Mother's full name.

19. Mothers P.O.B.: Enter Party A's/Party B's Mother's Place of Birth.

20. Save: Click this button to save on this computer. Refer to GENERAL FILE for more information.

21. Cancel: Click "Cancel" to cancel and return to the previous screen.

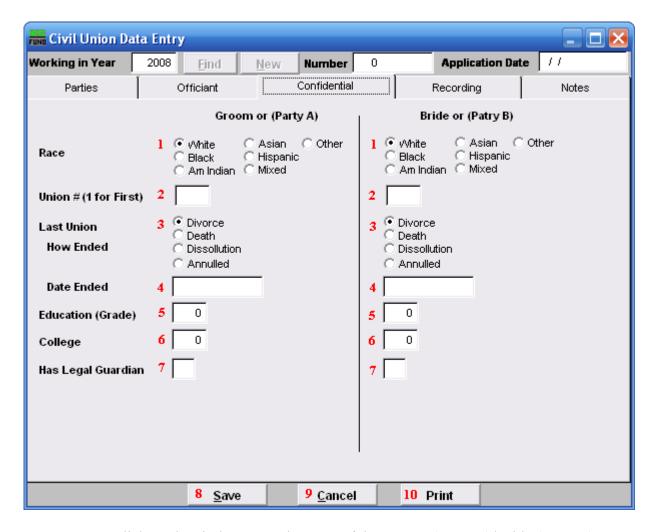**22. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

Marriage Administration

The "Officiant" tab

1. **Date of Affirmation:** Enter the date the Marriage took place.

2. **Location:** Enter the Location the Marriage took place.

3. **Officiant:** Enter the name of the Officiant that performed the service.

4. **Title of Officiant:** Enter the Title of the Officiant.

5. **Mailing:** Enter the Mailing address of the Officiant.

6. **City, St, Zip:** Enter the City, State and Zip code of the Officiant.

7. **Save as a new Official:** Click here if you want to save this Officiant's information as a new Official. This list is maintained in "I. Installation" from the Main Menu under the "Officials" tab.

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8. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

9. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

10. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
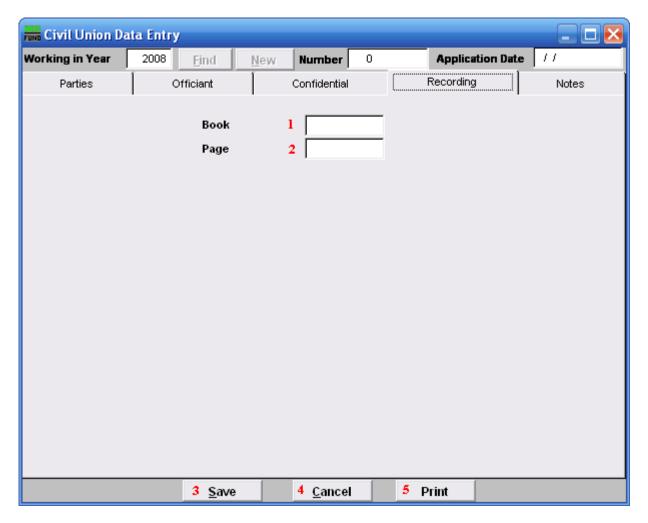
The "Confidential" tab

1. **Race:** Click on the circle next to the Race of the Groom (Party A)/Bride (Party B).

2. **Union #(1 for First):** Enter the # this makes for the Groom's (Party A's)/Bride's (Party B's) Union.

3. **How Ended:** Click on the circle next to the reason for the How the Last Union ended.

4. **Date Ended:** Enter the date the last Union Ended in MM/DD/YYYY format.

5. **Education (Grade):** Enter the number of years the Groom (Party A)/Bride (Party B) entered in Grade school.

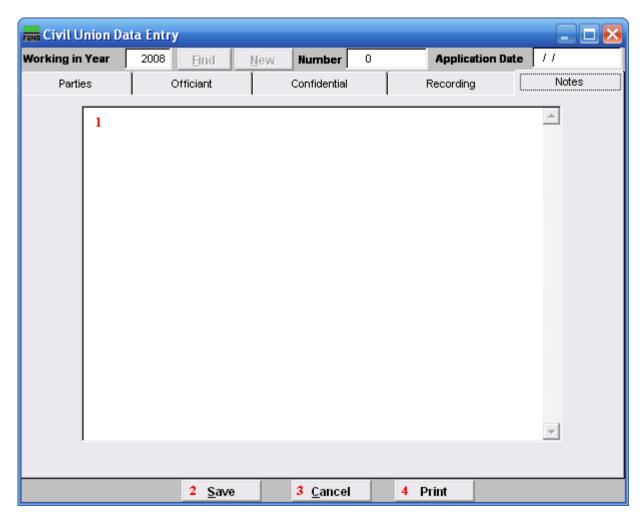6. **College:** Enter the number of years the Groom (Party A)/ Bride (Party B) entered in College.

7. **Has Legal Guardian:** Enter "Y" for Yes or "N" for No if the Groom (Party A)/Bride (Party B) has a Legal Guardian.

8. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

9. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

10. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

The "Recording" tab

1. **Book:** Enter the Book this information will be recorded in.

2. **Page:** Enter the Page number this information will be found on.

3. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

4. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

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The "Notes" tab

1. This is a User defined field.

2. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

3. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.