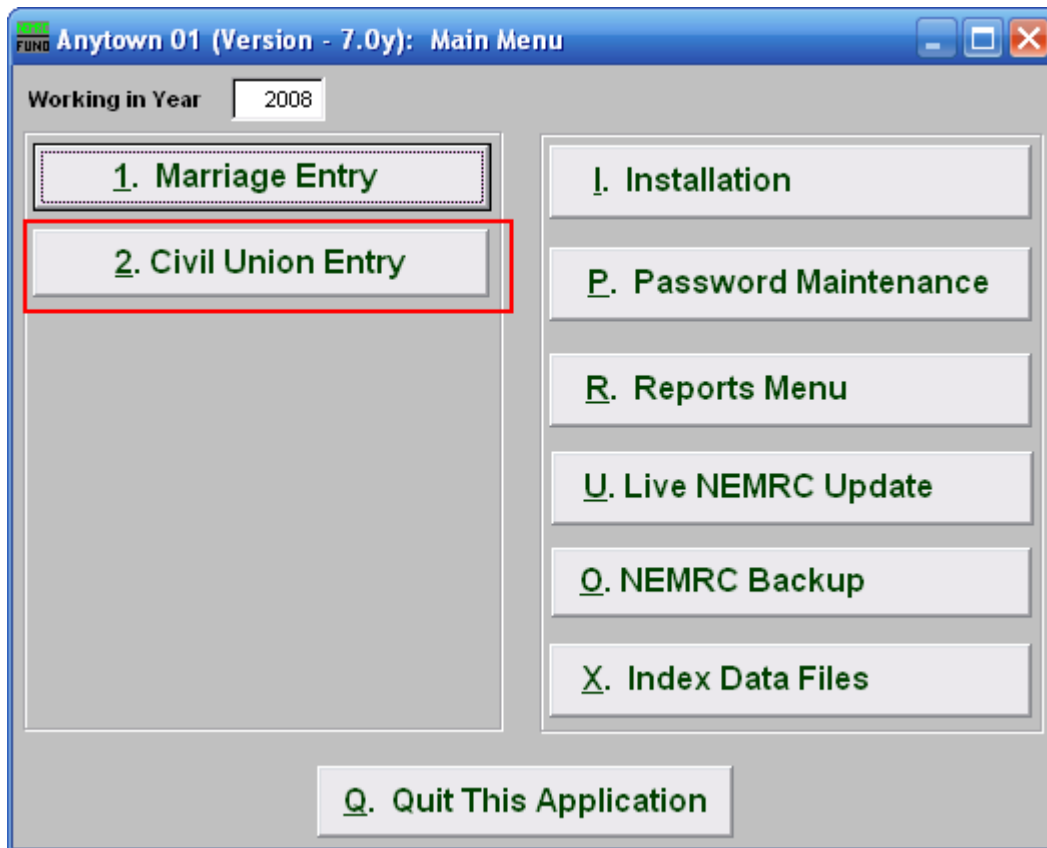


# Marriage Administration

## 2. Civil Union Entry

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

# Marriage Administration

## Civil Union Entry

**Civil Union Data Entry**

Working in Year: **1** 2008 **2** Find **3** New Number Application Date: //

Parties: Party A Party B

Officiant Confidential Recording Notes

Last First Middle Ext Maiden Sex DOB Mail Address City, St, Zip Residence State Residence City, Zip Occupation Place of Birth Fathers Name Fathers P.O.B. Mothers Name Mothers P.O.B.

DOB: // Same as Other

**4** Cancel

- 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

The screenshot shows a software window titled "Civil Union Data Entry". At the top, there are fields for "Working in Year" (2008), "Find", "New", "Number" (1), and "Application Date" (// 2). Below this is a tabbed interface with "Parties" selected. The form is divided into two columns for "Party A" and "Party B". Each column has fields for Last, First, Middle, Maiden, Sex, and DOB. There are also fields for Mail Address, City, St, Zip, Residence State, Residence City, Zip, Occupation, Place of Birth, Fathers Name, Fathers P.O.B., Mothers Name, and Mothers P.O.B. At the bottom, there are buttons for "21 Save", "22 Cancel", and "23 Print".

	Party A	Party B
Last	3	3
First	4	4
Middle	5	5
Ext	6	6
Maiden	7	7
Sex	8	8
DOB	// 9	// 9
Mail Address	11	11
City, St, Zip	12	12
Residence State	13	13
Residence City, Zip	14	14
Occupation	15	15
Place of Birth	16	16
Fathers Name	17	17
Fathers P.O.B.	18	18
Mothers Name	19	19
Mothers P.O.B.	20	20

- 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., 3<sup>rd</sup>).
- 7. Maiden:** Enter Party A's/Party B's Maiden name.

## Marriage Administration

- 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

The screenshot shows a software window titled "Civil Union Data Entry". At the top, there are fields for "Working in Year" (set to 2008), "Find", "New", "Number" (set to 0), and "Application Date" (set to //). Below this is a tabbed interface with five tabs: "Parties", "Officiant" (which is selected), "Confidential", "Recording", and "Notes". The main area of the window contains several input fields, each with a red number indicating a step in the process:

- 1** Date of Affirmation: A date input field showing //.
- 2** Location: A text input field.
- 3** Officiant: A dropdown menu.
- 4** Title of Officiant: A text input field.
- 5** Mailing: A text input field.
- 6** City, St, Zip: Three separate input fields for City, State (St), and Zip code.
- 7** Save as a new Official: A button.

At the bottom of the window, there are three buttons: **8** Save, **9** Cancel, and **10** Print.

- 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.

## Marriage Administration

- 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.

# Marriage Administration

The “Confidential” tab

**Civil Union Data Entry**

Working in Year: 2008 Find New Number: 0 Application Date: / /

Parties Officiant **Confidential** Recording Notes

**Groom or (Party A)**

**Race** 1 ☒ White ☐ Asian ☐ Other  
☐ Black ☐ Hispanic  
☐ Am Indian ☐ Mixed

**Union # (1 for First)** 2

**Last Union How Ended** 3 ☒ Divorce  
☐ Death  
☐ Dissolution  
☐ Annulled

**Date Ended** 4

**Education (Grade)** 5

**College** 6

**Has Legal Guardian** 7

**Bride or (Party B)**

**Race** 1 ☒ White ☐ Asian ☐ Other  
☐ Black ☐ Hispanic  
☐ Am Indian ☐ Mixed

**Union # (1 for First)** 2

**Last Union How Ended** 3 ☒ Divorce  
☐ Death  
☐ Dissolution  
☐ Annulled

**Date Ended** 4

**Education (Grade)** 5

**College** 6

**Has Legal Guardian** 7

8 Save 9 Cancel 10 Print

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.

## Marriage Administration

- 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.

# Marriage Administration

The “Recording” tab

**Civil Union Data Entry**

Working in Year: 2008 Find New Number: 0 Application Date: //

Parties Officiant Confidential **Recording** Notes

Book 1

Page 2

3 Save 4 Cancel 5 Print

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.

# Marriage Administration

The “Notes” tab

The screenshot shows a software window titled "Civil Union Data Entry". At the top, there is a header bar with a "FUND" logo and the title. Below the header, there is a navigation bar with tabs: "Parties", "Officiant", "Confidential", "Recording", and "Notes". The "Notes" tab is currently selected. Above the tabs, there are input fields for "Working in Year" (set to 2008), "Find", "New", "Number" (set to 0), and "Application Date" (set to //). The main area of the window is a large text box for entering notes, with a red "1" in the top left corner. At the bottom of the window, there is a footer bar with three buttons: "2 Save", "3 Cancel", and "4 Print".

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.