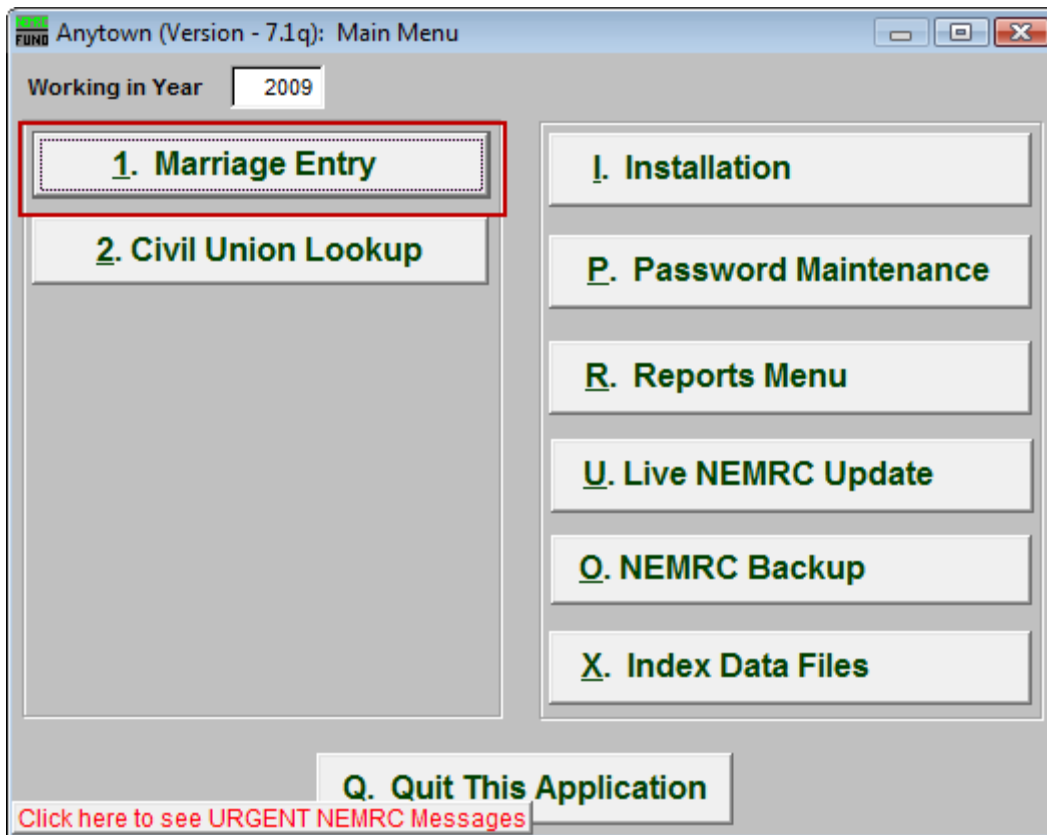


# Marriage Administration

## 1. Marriage Entry

### Table of Contents

Marriage Entry .....	2
The “Parties” tab .....	3
The “Officiant” tab .....	5
The “Confidential” tab .....	7
The “Notes” tab .....	10



Click on “1. Marriage Entry” from the Main Menu and the following window will appear:

# Marriage Administration

## Marriage Entry

**Marriage Data Entry**

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

Parties   Officiant   Confidential   Recording   Notes

**Groom**   **Bride**

Last: [ ] [ ]   Last: [ ] [ ]

First: [ ] [ ]   First: [ ] [ ]

Middle: [ ] [ ] Ext: [ ]   Middle: [ ] [ ] Ext: [ ]

Maiden: [ ] [ ] Sex: [ ]   Maiden: [ ] [ ] Sex: [ ]

DOB: / /   DOB: / /   Same as Other

Mail Address: [ ] [ ]   Mail Address: [ ] [ ]

City, St, Zip: [ ] [ ] [ ]   City, St, Zip: [ ] [ ] [ ]

Residence State: [ ]   Residence State: [ ]

Residence City, Zip: [ ] [ ]   Residence City, Zip: [ ] [ ]

Occupation: [ ]   Occupation: [ ]

Place of Birth: [ ] [ ]   Place of Birth: [ ] [ ]

Fathers Name: [ ] [ ]   Fathers Name: [ ] [ ]

Fathers P.O.B.: [ ] [ ]   Fathers P.O.B.: [ ] [ ]

Mothers Name: [ ] [ ]   Mothers Name: [ ] [ ]

Mothers P.O.B.: [ ] [ ]   Mothers P.O.B.: [ ] [ ]

**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 Marriage 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 "Marriage Data Entry". At the top, there are fields for "Working in Year" (2008), "Find", "New", "Number" (0 1), and "Application Date" (// 2). Below this is a tabbed interface with "Parties" selected. The form is divided into two columns: "Groom" and "Bride". Each column has fields for Last, First, Middle, Maiden, Sex, and DOB. The Groom's fields are numbered 3 through 19, and the Bride's fields are numbered 3 through 19. 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. The bottom of the window has buttons for "20 Save", "21 Cancel", and "22 Print".

	Groom	Bride
Last	3	3
First	4	4
Middle	5	5
Ext	6	6
Maiden	7	7
Sex	8	8
DOB	// 9	// 9
Mail Address	10	10
City, St, Zip	11	11
Residence State	12	12
Residence City, Zip	13	13
Occupation	14	14
Place of Birth	15	15
Fathers Name	16	16
Fathers P.O.B.	17	17
Mothers Name	18	18
Mothers P.O.B.	19	19

- 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.
- 3. Last:** Enter the Groom's/Bride's Last name.
- 4. First:** Enter the Groom's/Bride's First name.
- 5. Middle:** Enter the Groom's/Bride's Middle name.
- 6. Ext:** Enter the Groom's/Bride's extended name (Sr., Jr., 3<sup>rd</sup>).
- 7. Maiden:** Enter the Groom's/Bride's Maiden name.
- 8. Sex:** Enter the Groom's/Bride's Sex.

## Marriage Administration

- 9. DOB:** Enter the Groom's/Bride's Date of Birth in MM/DD/YYYY format.
- 10. Mail Address:** Enter the Groom's/Bride's Mailing Address.
- 11. City, St, Zip:** Enter the Groom's/Bride's City, State and Zip code.
- 12. Residence State:** Enter the Groom's/Bride's Residence State.
- 13. Residence City, Zip:** Enter the Groom's/Bride's Residence City and Zip code.
- 14. Occupation:** Enter the Groom's/Bride's Occupation.
- 15. Place of Birth:** Enter the Groom's/Bride's Place of Birth.
- 16. Fathers Name:** Enter the Groom's/Bride's Father's full name.
- 17. Fathers P.O.B.:** Enter the Groom's/Bride's Father's Place of Birth.
- 18. Mothers Name:** Enter the Groom's/Bride's Mother's full name.
- 19. Mothers P.O.B.:** Enter the Groom's/Bride'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 "Marriage Data Entry". At the top, there is a header bar with a "FUND" logo and a "Working in Year" dropdown set to "2008". Next to it are "Find" and "New" buttons, followed by a "Number" field with "0" and an "Application Date" field with " / /". Below this is a tabbed interface with "Parties", "Officiant" (selected), "Confidential", "Recording", and "Notes" tabs. The "Officiant" tab contains several input fields: "Date of Affirmation" (with a red "1" in the year field), "Location" (with a red "2" in the first field), "Officiant" (with a red "3" in the first field and a dropdown arrow), "Title of Officiant" (with a red "4" in the first field), "Address of officiant:" (with a red "5" in the first field), "City, St, Zip" (with red "6"s in the three fields), and a "Save as a new Official" button (with a red "7" to its left). At the bottom of the window are three buttons: "Save 8", "9 Cancel", and "10 Print", each with a red number to its left.

- 1. Date of Affirmation:** Enter the date the Marriage took place, in MM/DD/YYYY format.
- 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” off 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

**Marriage Data Entry**

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

Parties Officiant **Confidential** Recording Notes

**Groom or (Party A)**

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

Save 8 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. **Last Union How Ended:** Click on the circle next to the reason for how the last Union ended.
4. **Date Ended:** Enter the date the last Union Ended.
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

The screenshot shows a software window titled "Marriage Data Entry". At the top, there is a "Working in Year" dropdown set to "2009", followed by "Find" and "New" buttons. To the right is an "Application Date" field with " / /". Below this is a tabbed interface with five tabs: "Parties", "Officiant", "Confidential", "Recording" (which is selected and highlighted with a dotted border), and "Notes". The main area of the window contains three input fields: "Registration Date" (labeled with a red "1"), "Book" (labeled with a red "2"), and "Page" (labeled with a red "3"). Each field has a corresponding input box. At the bottom of the window is a toolbar with three buttons: "Save" (labeled with a red "4"), "Cancel" (labeled with a red "5"), and "Print" (labeled with a red "6").

- 1. Registration Date:** Enter the date that this Marriage was registered.
- 2. Book:** Enter the Book this information will be recorded in.
- 3. Page:** Enter the Page number this information will found on.
- 4. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.
- 6. 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 "Marriage Data Entry". At the top, there is a header bar with a logo and the title. Below the header, there is a navigation bar with several tabs: "Parties", "Officiant", "Confidential", "Recording", and "Notes". The "Notes" tab is currently selected and highlighted. The main area of the window is a large, empty text box with a vertical scrollbar on the right side. A red number "1" is positioned at the top left of this text box. Above the text box, there is a row of input fields: "Working in Year" (containing "2008"), "Find", "New", "Number" (containing "0"), and "Application Date" (containing "//"). 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 the information you have entered and return to the Marriage Data Entry screen.
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.