

Kathy P. Smith
Clerk of the Circuit Court
Calvert County
175 Main Street
Prince Frederick, MD 20678

To the Minister,

Before performing the ceremony, ***please check the effective date. The license may not be used prior to the effective date***, which is 6:00 am on the second calendar date after issuance ***and must be used within the six (6) months of the effective date. The couple must be married in the county where their license was purchased.*** Before giving the marriage license to the newly married couple, please complete the following:

1. Date of the ceremony and the City or Town that the ceremony was performed in
2. Your signature
3. Your title and office
4. Your mailing address (please include street and city)

Give the top copy (blue) to the couple. This is their original. Complete and sign the green copy and return it to the Clerk's Office in the envelope provided no later than five (5) days after the ceremony is completed. ***Please provide the printed name of the minister and a phone number in the event further clarification is necessary (a business card is perfect!).*** Finally, keep the white copy for your records. Social security numbers were requested at the time of application. You do not need to request this information again. If you need additional information, please call the Clerk's Office at (410) 535-1660 or (310) 855-1243 ext. 2269.

Sincerely,

Kathy P. Smith
Clerk of the Circuit Court