

MEMORANDUM

TO: County Clerks

FROM: Claudia L. Fabián, Acting Deputy State Registrar
Division of Vital Records

DATE: February 6, 2014

SUBJECT: **Revised Marriage Application and Record Form**

Marriage Application and Record form

The Marriage Application and Record form has been revised and is included as an attachment to this correspondence. It is a form-fill application that can be used as is, or to modify your current marriage computer program prior to the **effective date of implementation**, which is set for **June 1, 2014**.

Also, remember that the marriage application you generate from your system **must mirror** the Marriage Application and Record form prescribed by the Department.

How to Document the “Conversion” of a Civil Union to a Marriage (750 ILCS 75/65)

When a civil union is being converted to a marriage, make sure to enter the word “CONVERSION” in lines 30b and 33b in the statistical section of the Marriage Application and Record form. Also, enter the date of the original civil union in lines 30c and 33c of this same section.

When a couple in a civil union completes a new marriage application and opts for a solemnized marriage ceremony, the clerk shall issue a new license, per 750 ILCS 75/65 (a). The date on line 21 of the new Marriage Application and Record form and on the Marriage license you generate will be the date of the new marriage. There is no timeframe for this free of charge option.

When a couple in a civil union chooses to “convert” their civil union to a marriage without a new solemnization ceremony, they only need to complete and sign a new Marriage Application and Record form. The original civil union date is the date that will be reflected on line 21 of the form and on the Marriage license your office generates. This free of charge “conversion” will be in effect for a period of 12 months effective June 1, 2014.

Monthly Marriage/Civil Union Report

The monthly Marriage/Civil Union Report has also been revised and is included as an attachment to this correspondence.

The revision to this form was limited to the addition of a line for the number of Marriages that were “converted” from Civil Unions during the reporting month, per 750 ILCS 75/65 (a) and (b).

Division of Vital Records’ Procedure

The Division issues marriage and civil union *verifications* upon written request. In the event a request for the verification of a marriage that was converted from a civil union is received, a verification of that marriage will be issued. If the Division receives a request for the verification of a civil union that was converted to a marriage, the verification of that civil union will be issued. If the request received is to verify the civil union and the marriage, the Division will issue both verifications.

Note: There were NO changes to the Civil Union Application and Record form and it remains in effect.

Below are the links to:

The Religious Freedom and Marriage Fairness Act (750 ILCS 80):

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3525&ChapterID=59>

The Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5):

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2086&ChapterID=59>

The Illinois Religious Freedom Protection and Civil Union Act (750 ILCS 75):

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3294&ChapterID=59>