Click on "Start a Marriage Application"

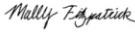**Boulder County Recording Division Online Services**

Welcome to our online portal for document searching and our application system for marriages and civil unions.

Through this portal, users can search the nearly 10 million records dating back to 1860 or conveniently fill out marriage or civil union applications prior to coming into our office. Use the **Login as Guest** button for either of these features. However, note that to view the actual document images, you must be a paid subscriber or request documents/images individually after conducting a search.

Additionally, through this portal, users may also sign up for a free FraudSleuth account in order to monitor documents recorded under their name. To create an account, click on the below button and follow these instructions to set-up a FraudSleuth profile inside your account. Users may also conduct FraudSleuth name searches using the button on the right.

Questions? Call 303-413-7770 or email Recording@BoulderCounty.org.

In Service,

Molly Fitzpatrick

Molly Fitzpatrick
Boulder County Clerk & Recorder

Start a Marriage Application

Guest users please log in here

Login as Guest

Registered Users login here

Username: [   ]
Password: [   ]

Forgot Password? | Need Help?

[Login] [Clear]

FraudSleuth

Click the FraudSleuth icon to be directed to a simplified search screen that can be used for one-time, periodic searches of names.

Instruction Data

Select "Continue" to proceed
or "Decline" to cancel

Instructions for Submitting Marriage Application Information

[Continue]   [Decline]

This site allows you to submit information for a marriage application to the Boulder County Clerk and Recorder's Office. Your application is NOT complete until you appear in the Clerk and Recorder's Office with required documents and fee.

When you are ready to complete the application information and submit to the county, click on **Continue** at the top of this screen. You can then begin entering your information. **You must complete the information and submit to county at same time. The application cannot be saved and returned to at a later time. Any items in RED are required information.**

Once you have entered all of the requested information, please carefully review the information to ensure all is correct. There will be a green checkmark on the right hand side once all information has been completed.

Locations:
Apply for a marriage license in person between 8:00 a.m. and 4:15 p.m. at a county clerk's office:

- Boulder: 1750 33rd Street
- Longmont: 529 Coffman Street
- Lafayette: 1376 Miners Drive

Begin Marriage Application

All fields in RED are required

License Info

Contact Phone: Enter your contact phone number
Anticipated Date of Ceremony: Enter your ceremony date (you can apply in advance, but you have to come to our office within 35 days from the Date of your Ceremony)

| License Info | Party 1 Applicant | Party 2 Applicant | Marriage Info |

Contact Phone: [   ]
Anticipated Date of Ceremony: [   ]

Please do not fill in the form with CAPS Lock on.

Party One Applicant

First Name: Enter name as it appears on your ID
Middle Name: Enter name as it appears on your ID
Last Name: Enter name as it appears on your ID
Suffix: Only if it appears on your ID

Address: Enter your current address
(Do not enter a PO Box)

Birth Last Name: Enter last name if different from current name
Previous Name: Last name from previous marriage
Party 1 Birth City: Enter the City you were born
Party 1 Birth State: Enter the US state in which you were born; if born outside of the US leave blank

Parent's Name and Residence: Enter City and State if deceased, enter last known city and state or if not known enter "unknown"

Marital Status: Current status only
Single - Never been married
Married- Married to each other; common law or renewing vows (cannot be married to someone else)
Divorced or Widowed: Enter date of divorce or death
Place of Divorce or Death: Enter City and State only
Type of Court: If divorced; enter type of court

| License Info | Party 1 Applicant | Party 2 Applicant | Marriage Info |

License Info

Party 1 Applicant Name:
First: [   ] Middle: [   ]
Last: [   ] Suffix: [   ]

Party 1 Applicant Info:
Address: [   ]
City: [   ]
State: [▼] Zip: [   ]
Country: [   ]
Date of Birth: [   ] Age: [   ]
Birth Last Name: [   ]
Previous Married Name: [   ]
Sex: [▼]
Party 1 Birth City: [   ]
Party 1 Birth State: [▼]
Party 1 Birth Country: [   ]

Party 1 Parent Info:
Parent/Legal Name: [   ]
Parent/Legal Residence: [   ]
Parent/Legal Name: [   ]
Parent/Legal Residence: [   ]

Party 1 Marital Info:
Marital Status: [▼]
Date Divorce or Dec.: [   ]
Place Divorce or Dec.: [   ]
Type of Court: [   ]

Party Two Applicant

First Name: Enter name as it appears on your ID
Middle Name: Enter name as it appears on your ID
Last Name: Enter name as it appears on your ID

Address: Enter your current address
(Do not enter a PO Box)

Birth Last Name: Enter last name if different from current name
Previous Name: Last name from previous marriage

| License Info | Party 1 Applicant | Party 2 Applicant | Marriage Info |

Party 2 Applicant Name:
First: [   ] Middle: [   ]
Last: [   ] Suffix: [   ]

Party 2 Applicant Info:
Address: [   ]
City: [   ]
State: [▼] Zip: [   ]
Country: [   ]
Date of Birth: [   ] Age: [   ]
Birth Last Name: [   ]
Previous Name: [   ]

Party 2 Birth City: Enter the City you were born
Party 2 Birth State: Enter the US state in which you were born; if born outside of the US leave blank

Parent's Name and Residence: Enter City and State if deceased, enter last known city and state or if not known enter "unknown"

Marital Status: Current status only
Single - Never been married
Married - Married to each other; common law or renewing vows
(cannot be married to someone else)
Divorced or Widowed: Enter date of divorce or death
Place of Divorce or Death: Enter City and State only
Type of Court: If divorced; enter type of court

Previous Name:
Sex:
Party 2 Birth City:
Party 2 Birth State:
Party 2 Birth Country:

Party 2 Parent Info:
Parent/Legal Name:
Parent/Legal Residence:
Parent/Legal Name:
Parent/Legal Residence:

Party 2 Marital Info:
Marital Status:
Date Divorce or Dec.:
Place Divorce or Dec.:
Type of Court:

Marriage Info

Related by blood: Select Yes or No
How Related: If yes; enter the relation (example: cousin)
Married Status: Current marital status only
Single - Never been married
Married- Married to each other; common law or renewing vows
(cannot be married to someone else)

Return Address: Enter the address where you would the marriage license to be returned to once it has been recorded in our office
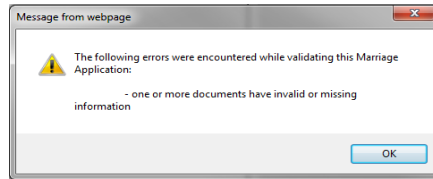
Select "Submit to County"

License Info | Party 1 Applicant | Party 2 Applicant | Marriage Info

Questions:
Related by Blood?:
How Related?:
Married Status?:
Specify:

Return Address:
Name:
Address:
Address 1:
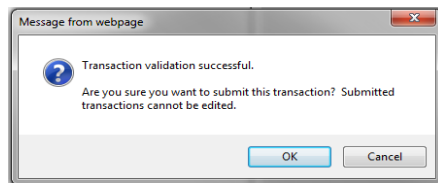City:
State: Zip:

Error Screen

If all required information has not been completed this error message will appear

Message from webpage

The following errors were encountered while validating this Marriage Application:
- one or more documents have invalid or missing information

OK

Transaction Successful

If all information has been completed, this window will display

Select "OK" to submit

Message from webpage

Transaction validation successful.

Are you sure you want to submit this transaction? Submitted transactions cannot be edited.

OK   Cancel
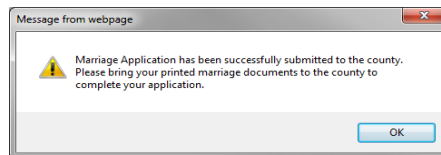
Successful Submission

Your information has successfully been submitted to the County

Select "OK"

Feel free to contact our office if you have questions.
303-413-7770, press 0 for a clerk
or email us at recording@bouldercounty.org

Message from webpage

Marriage Application has been successfully submitted to the county. Please bring your printed marriage documents to the county to complete your application.

OK

Clerk's Process

The application can be accessed using the barcode on the proof sheet, searching their names, or by transaction number
Instructions are below under "How to locate the applicants information"

**The confirmation page is only to be used by the clerk to locate the applicants information in County Fusion - Information is to be taken from the ID

Clerk Responsibilities

Application Review:	• Proof each field for accuracy	• Check for spelling errors
	• Remove information that is keyed incorrectly in a field	• Remove and correct punctuation (all UPPER CASE/lowercase)

Please note: the applicants are not familiar with the marriage requirements and may enter information that is not needed or incorrect.

1. Ask the following two questions:
    Are the couple getting married in Colorado?
    Are they getting married within the next 35 days?

2. Proof ID
    Identification provided by the applicants are valid and acceptable ID's

3. Proof birthdates
    Birthdates on application must match the ID presented

	If under the age of 18; consent of both parents (or parent having legal custody), or guardian, or judicial approval is required.
Applicants must be 18 years old or older	If under the age of 16; requires a court order and consent of both parents (or parent having legal custody), or guardian.
	(Applicants under the age of 16 must apply at the Boulder office)
	(Important -Court Orders and Consent forms of both parents or legal guardian must be retained with the application)

	names must match the ID (no exceptions)
4. Proof the applicants spelling of names	affidavit must be complete, and all information on the application must match the affidavit (no exceptions)
Absentee affidavit being used	

5. Proofread the address; city, state, and country are entered correctly

6. Divorce or Widow information
    Confirm the dates, place and/or type of court with the applicants, if applicable

7. Marital Status
    Con Example: if the applicants select Divorced in the Present Marital Status: and also select Common Law in the Married Status:
        this is conflicting information, as they cannot be divorced and married at the same time

8. Parental Information
Confirm spelling of parents names	if deceased, remove residence information
Confirm parents residence; living or deceased	
	If related by blood is yes; how are they related? Confirm that they can legally be married in Colorado

9. Related by Blood?

Clerk additions to application

    a. Add the type of ID presented
      (if absentee affidavit is used; select type of ID from drop down and type "absentee affidavit" in the "other" field.
    b. Add social security numbers or defer (if they refuse) or non-citizen (not a US citizen)
    c. Make changes to the application as required; confirming all information with the applicants

Clerk process

    Print the application for the applicants to review for accuracy

Clerk's statement to applicants: "we are unable to make any changes to the marriage license
                    or application once you leave the office, so please review it carefully"
    Administer the Oath
    Have applicants sign the application
    Clerk must sign the application
    Accept payment
    Print the license
  Ask the couple to review the license for accuracy; their names, city and state

How to locate the applicants information

Searching by Name

Search Type: Marriage License / Civil Union

Enter name

Document Status:change to UNRECORDED

Click on "Search"

Results Screen

Click on Task Dialog

Select "Complete Civil Union"