

## PERFORMER REGISTRATION FOR A LICENSE TO PERFORM CIVIL UNION AND/OR MARRIAGE CEREMONIES

The screenshot shows the Department of Health website. The header includes the Department of Health logo and the slogan "Healthy People • Healthy Communities • Healthy Islands". A navigation bar at the top contains links for Home, Applicants, Performers, Authorized User, and Help. The "Performers" link is highlighted, and a dropdown menu is visible with "Registration" and "Guidelines" options. Below the navigation bar, there is a section titled "Civil Union License App" and "Requirements for obtaining a" with a bullet point: "• In applying for a civil union license, both applicants must appear in person before a civil union license agent."

- I. Select "Performers" from the menu bar at the top of the screen by placing your mouse over "Performers" to display the "Registration" and "Guidelines" links.

Registration: To apply for a license to perform civil union and/or marriage ceremonies.

Guidelines: To access the civil union and marriage performer guidelines.

- II. To register, click "Registration" under "Performers" at the top menu, which brings up the Introduction page.

The screenshot shows the "Introduction" page. The title "Introduction" is at the top. The text states: "All marriage and civil union performers must be licensed by the State of Hawaii before performing a marriage or a civil union. This website will help provide you with the information needed to be licensed as a marriage and/or civil union performer." It also mentions a \$10.00 portal administration fee. Below this, it says "There are four types of marriage and/or civil union performers in the State of Hawaii. Please click a link below for more information:" and lists two categories: "1. Religious" and "2. Judge". Under "Religious", there are two sub-links: "Religious Marriage Performer" (Minister, priest, or officer of any religious denomination or society who has been ordained or is authorized to solemnize marriages according to the usages of such denomination or society, or any religious society not having clergy but providing solemnization in accordance with the rules and customs of that society (HRS §572-12)) and "Religious Civil Union Performer" (Any ordained or licensed member of the clergy (Act 1, section -4(b), Session Laws 2011)). Under "Judge", there are two sub-links: "Judge for Marriage Performer" (Any justice, judge or magistrate, active or retired, of a state or federal court in the State (HRS §572-12).) and "Judge for Civil Union Performer" (Any judge or retired judge, including a federal judge or judge from another state who may legally join persons in chapter 572 or a civil union, (Act 1, section -4(b), Session Laws 2011)).

Select the type of performer by clicking either "Religious" or Judge".

III. After selecting the type of performer, the Application data entry screen will appear.

A. Religious:

**Application for License to Perform Marriages and/or Civil Union in Hawaii**

\* Performer Type: Religious

\* I want to perform:  Marriage

Hawaii Revised Statutes, section 572-12 requires that "A license to solemnize marriages may be issued to, and the marriage rite may be performed and solemnized by any minister, priest, or officer of any religious denomination or society who has been ordained or is authorized to solemnize marriages according to the usages of such denomination or society, or any religious society not having clergy but providing solemnization in accordance with the rules and customs of that society."

Hawaii Revised Statutes, section 572-13.5 states that "Any license to solemnize marriages issued pursuant to section 572-12 may be revoked or suspended by the department of health, if the holder of the license has failed to comply with the applicable provisions of this chapter or of the rules of the department of health."

Civil Union

Act 1, section -4(b), Session Laws 2011, requires that "Any ordained or licensed member of the clergy may solemnize a civil union. Solemnization may be entirely secular or may be performed according to the forms and usages of any religious denomination in this State."

Act 1, section -4(e), Session Laws 2011, states that "The department of health may revoke or suspend a license to solemnize civil unions."

I attest, under penalty of perjury, that I meet the above requirements, that I have not had any previous licenses to perform marriages or civil unions revoked by the Department of Health and that no illegal substances or activities will be part of the ceremony.

I understand that the Department of Health may revoke or suspend my license if I fail to comply with the applicable provisions of Chapter 572 or the rules of the Department of Health.

I understand that the Department of Health may revoke or suspend my license to solemnize civil unions.

1. Performers can perform marriages only, civil unions only, or both marriage and civil union ceremonies. Check the appropriate boxes. If you are currently performing marriage ceremonies and would also like to perform civil union ceremonies, be sure to check both "Marriage" and "Civil Union".
2. Please read all the attestations carefully. If you agree, check the box next to the attestation. You must agree to all of the attestations.

\* Have you ever been licensed in the past to perform marriages in the State of Hawaii?  Yes  No

Yes, I am still with the same church affiliation.

Yes, I have changed my church affiliation since previously licensed.

If yes, please give previous license number

License Number:

\* Have you performed any marriages in the State of Hawaii prior to this application?  Yes  No

If yes, please give date and place of last marriage

Date:

Place:

Title:

\* First Name:

Middle Name:

\* Last Name:

\* Date of Birth:

\* Residence Address Line 1:

Residence Address Line 2:   
Apartment or suite (max. 5 characters)

\* City:

\* State:

Province:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>
* Country:	United States <input type="button" value="v"/>
<input type="checkbox"/> Mailing address same as residence address	
* Mail Address Line 1:	<input type="text"/>
Mail Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
State:	<input type="button" value="v"/>
Province:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>
* Country:	United States <input type="button" value="v"/>
* Residence Phone: <small>###-###-#### or +##-##-####-####</small>	<input type="text"/>
* Cell phone: <small>###-###-#### or +##-##-####-####</small>	<input type="text"/>
* Business phone: <small>###-###-#### or +##-##-####-####</small>	<input type="text"/>
* Your E-mail: <small>Will be used to send performer license and future renewal reminders.</small>	<input type="text"/>
* Confirm E-mail:	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

3. Check "Yes" if you were previously licensed to perform marriages in the State of Hawaii. If yes, check whether you are affiliated with the same church or check whether you have changed your church affiliation since you were previously licensed. If you are affiliated with the same church, enter your commission (license) number. The number you enter is checked with our database. If there is a match, you will be able to use the same license number if the newer-type format is used (e.g., 11-\_\_\_\_); or if your number uses the older format (e.g., A-\_\_\_\_ or numbers without the A), you will be issued a new number. If you changed your church affiliation, you will be issued a new license number.
4. Check "Yes" if you performed marriages in the State of Hawaii prior to this application. If yes, give date and place (island?) of marriage.
5. Enter the following:
  - Title (e.g., Reverend, Pastor, etc.).
  - First, middle and last names.
  - Date of birth.
  - Residence address: Address 1, Address 2 (enter any apartment or suite number in address 2), City, State (if U.S., select from the drop-down list), Province (outside of U.S.), Zip/Postal Code, and Country (select from the drop-down list).
  - Phone numbers: Residence, cell and business phone numbers (at least one phone number is required).
  - Email address (required field).
  - Mailing address: If same as residence address, check the box; otherwise, enter new address.
6. Click "Continue" to bring up the church information data entry page

## Application for License to Perform Marriages and/or Civil Union in Hawaii

### Religious Performer

Note: Questions must be filled in by ministers who perform religious ceremonies.

* Church Name :	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
State:	<input type="text"/>
Province:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>
* Country:	United States <input type="text"/>

- Enter the church name and address.
- Click “Continue” to bring up the “Confirm Your Information” page.

### B. Judge

## Application for License to Perform Marriages and/or Civil Union in Hawaii

* Performer Type:	Civil
* I want to perform: 	<input checked="" type="checkbox"/> <b>Marriage</b> Hawaii Revised Statutes, section 572-12 requires that “A license to solemnize marriages may be issued to, and the marriage rite may be performed and solemnized by any justice or judge or magistrate, active or retired, of a state or federal court in the State”.  Hawaii Revised Statutes, section 572-13.5 requires that “Any license to solemnize marriages issued pursuant to section 572-12 may be revoked or suspended by the department of health, if the holder of the license has failed to comply with the applicable provisions of this chapter or of the rules of the department of health.”
	<input checked="" type="checkbox"/> <b>Civil Union</b> Act 1, section -4(b), Session Laws 2011, requires that “Any judge or retired judge, including a federal judge or judge of another state who may legally join persons in chapter 572 or a civil union, may solemnize a civil union.”  Act 1, section -4(e), Session Laws 2011, states that “The department of health may revoke or suspend a license to solemnize civil unions.”
	<input checked="" type="checkbox"/> I attest, under penalty of perjury, that I meet the above requirements, that I have not had any previous licenses to perform marriages or civil unions revoked by the Department of Health and that no illegal substances or activities will be part of the ceremony.
	<input checked="" type="checkbox"/> I understand that the Department of Health may revoke or suspend my license if I fail to comply with the applicable provisions of Chapter 572 or the rules of the Department of Health.
	<input checked="" type="checkbox"/> I understand that the Department of Health may revoke or suspend my license to solemnize civil unions.

1. See A.1-2 above.

\* Have you ever been licensed in the past to perform marriages in the State of Hawaii?  Yes  No

If yes, please give previous license number

License Number:

\*\*\*-\*\*\*\* or A\*\*\*\*\*

\* Have you performed any marriages in the State of Hawaii prior to this application?  Yes  No

If yes, please give date and place of last marriage

Date:

MM/DD/YYYY

Place:

Title:

\* First Name:

Middle Name:

\* Last Name:

\* Date of Birth:

MM/DD/YYYY

\* Residence Address Line 1:

Residence Address Line 2:

Apartment or suite (max. 5 characters)

\* City:

\* State:

Province:

\* Zip/Postal Code:

\* Country: United States

Mailing address same as residence address

\* Mail Address Line 1:

Mail Address Line 2:

\* City:

\* State:

Province:

\* Zip/Postal Code:

\* Country: United States

At least one phone number is required

\* Residence Phone:

\*\*\*-\*\*\*-\*\*\*\* or +\*\*-(\*\*)-\*\*\*\*

\* Cell phone:

\*\*\*-\*\*\*-\*\*\*\* or +\*\*-(\*\*)-\*\*\*\*

\* Business phone:

\*\*\*-\*\*\*-\*\*\*\* or +\*\*-(\*\*)-\*\*\*\*

\* Your E-mail:

Will be used to send performer license and future renewal reminders.

\* Confirm E-mail:

Continue Cancel

2. Check "Yes" if you were previously licensed to perform marriages in the State of Hawaii. If yes, enter your commission (license) number. The number you enter is checked with our database. If there is a match, you will be able to use the same license number if the newer-type format is used (e.g., 11-\_\_\_\_); or if your number uses the older format (e.g., A-\_\_\_\_ or numbers without the A), you will be issued a new number.
3. See A.4-5 above.
4. After entering information, click "Continue" to bring up the court name page.

## Application for License to Perform Marriages and/or Civil Union in Hawaii

### Civil Judge

**\* Name of Court:**   
(e.g. District Court)

- Enter the name of the court with which you are associated.
- Click "Continue" to bring up the "Confirm Your Information" page.

## IV. Confirm Your Information

### Application for License to Perform Marriages and/or Civil Union in Hawaii

#### Confirm Your Information

Check the following information carefully to make sure it is accurate.

**General Information**

**\* Performer Type:** Religious

Please select one or both boxes that you are choosing to be an  
Civil Union  
performer: Marriage

**\* You have not been licensed in the past to perform marriages in the State of Hawaii.**

**\* You have not performed any marriages in the State of Hawaii prior to this application.**

**\* First Name:** Roscoe  
**Middle Name:** --  
**\* Last Name:** Religious  
**\* Date of Birth:** 05/31/1985

**\* Residence Address Line 1:** 650 Rose Street  
**Residence Address Line 2:** #55  
**\* City:** Waipahu  
**State:** Hawaii  
**Province:** --  
**\* Zip/Postal Code:** 96797  
**\* Country:** United States  
*Mailing address same as residence address*

**Residence Phone:** --  
**Cell Phone:** --  
**Business Phone:** 808-677-4642  
**Your Email:** roscoe@yahoo.com  
**Confirm Email:** roscoe@yahoo.com

**Religious Performer Information**

**\* Church Name:** Magnificant  
**\* Address:** 888 Luka Street  
**\* City:** Honolulu  
**State:** Hawaii  
**Province:** --  
**\* Zip/Postal Code:** 96813  
**\* Country:** United States

**Signature**

**\* Re enter your name as your signature:**

**I agree the information entered is accurate to the best of my knowledge**

- A. Check the information to make sure it is accurate. If you need to make changes, click the "Edit" button (red box) next to the section where changes are needed.
  - B. Type your name in the signature box as your signature.
  - C. Check the attestation box at the bottom of the page.
  - D. Click "Continue".
- V. Credit Card Payment
- A. Enter your phone number, email address and credit card information.
  - B. Click "Continue".
- VI. Confirm Payment
- A. Review the information.
  - B. Click "Pay Now".
- VII. Payment Receipt
- A. Print receipt.
  - B. Click "Continue".
- VIII. Thank you page, where the performer guidelines for civil union and marriage can be accessed.
- IX. After registering, you will receive an email with subject "Performer Application Approval", which contains the following:
- A. Your commission (license) number.
  - B. Link to print your license.
  - C. Username and Password for the electronic registration system for civil union and/or marriage.