Hawaii Department of Health

Performer training for the Electronic Civil Union Registration System (ECURS)

Today's Performer Training Webinar Agenda

1. Introduction
2. Instructions on how and when to register to perform Civil Unions in Hawaii
3. Instructions on how to complete the performer section of the online Civil Union registration system
4. Question and Answers

Website Address for Information about Civil Unions in Hawaii

- www.hawaii.gov/doh/civilunion

Civil Union Main Page

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About Civil Unions

The Civil Union Law

The State Legislature approved Senate Bill 232 in February 2011 to recognize and establish the status of civil unions in Hawaii. Senate Bill 232 was signed into law by Governor Neil Abercrombie on February 23, 2011 and became Act 1. The Act makes same-sex and opposite-sex couples eligible for civil union recognition beginning January 1, 2012, and grants civil union couples many of the same rights as married couples in Hawaii.

The new law establishes all unions entered into in other jurisdictions between two individuals not recognized under Hawaii's marriage law shall be recognized as civil unions beginning January 1, 2012, provided that the relationship meets the eligibility requirement of Hawaii's civil unions chapter, has been entered into in accordance with the laws of that jurisdiction, and can be documented.

House Concurrent Resolution 205 requested the Department of Health to establish a task force for the implementation of Act 1. The first meeting of the task force was held on August 16, 2011. Task force meeting agendas and notes are available at http://hawaii.gov/doh/CUtaskforce.

The information provided below is based on available information as of the date of update. The Department of Health is developing the official process for the public to submit applications, pay fees, register events, and receive certificates and certified copies. All information posted and dates provided are subject to change.

Frequently Asked Questions

(Last updated 11/21/2011)

How and when will couples be able to start the process for registering a civil union in Hawaii?

Act 1 takes effect on January 1, 2012, and although the first business day of the New Year is January 3, 2012, it is anticipated that at

A BILL FOR AN ACT

RELATING TO CIVIL UNIONS.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

SECTION 1. The intent of this measure is to recognize civil unions in Hawaii. By establishing the status of civil unions in this State, it is not the legislature's intent to revise the definition or eligibility requirements of marriage under chapter 572, Hawaii Revised Statutes.

SECTION 2. The Hawaii Revised Statutes is amended by adding a new chapter to be appropriately designated and to read as follows:

"CHAPTER

CIVIL UNIONS

§ -1 Definitions. As used in this chapter, unless the context otherwise requires:

"Agent" means the person or persons appointed as an agent or agents by the department of health pursuant to section 572-5.

"Civil union" means a union between two individuals established pursuant to this chapter.

"Partner" means an individual who is a party to a civil union established pursuant to this chapter.

Act 1 – (starting from page 2)

Civil Union Main Page

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Civil Union Performers Main Page

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Licensing of Civil Union Performers in the State of Hawaii

Performers (officiants) will be able to register online to perform civil union ceremonies beginning January 1, 2012 at 12:00 a.m. Shortly after registering online, the performer will receive an email notification for application approval. This email will contain a link to the performer's license and a username and password to the electronic registration system for civil union and marriage. The electronic registration system, where performers will enter the ceremony information online, will be operational on January 1, 2012 at 12:00 a.m.

To view the application screen shots and instructions for the electronic performer registration system, click on the link below:

Application Instructions and Screen Shots

Last Updated November 30, 2011

Register to Perform Civil Unions in Hawaii

1. All Officiants must register online to perform civil unions
2. On-line registration begins on January 1, 2012
3. Immediately after registering on-line, performers will receive email notification of application approval
4. Email notification will contain
   a) Links to Performer's License, which is printable
   b) Individual username and password to access the on-line registration system

Civil Union Workflow

Couple to enter in civil union. Enters info and pays online

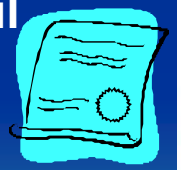
Couple meets with civil union agent to review info and confirm identity

Couple meets with performer and enters info. online

DOH final review online

Official civil union certificate mailed to couple

Couple now in civil union



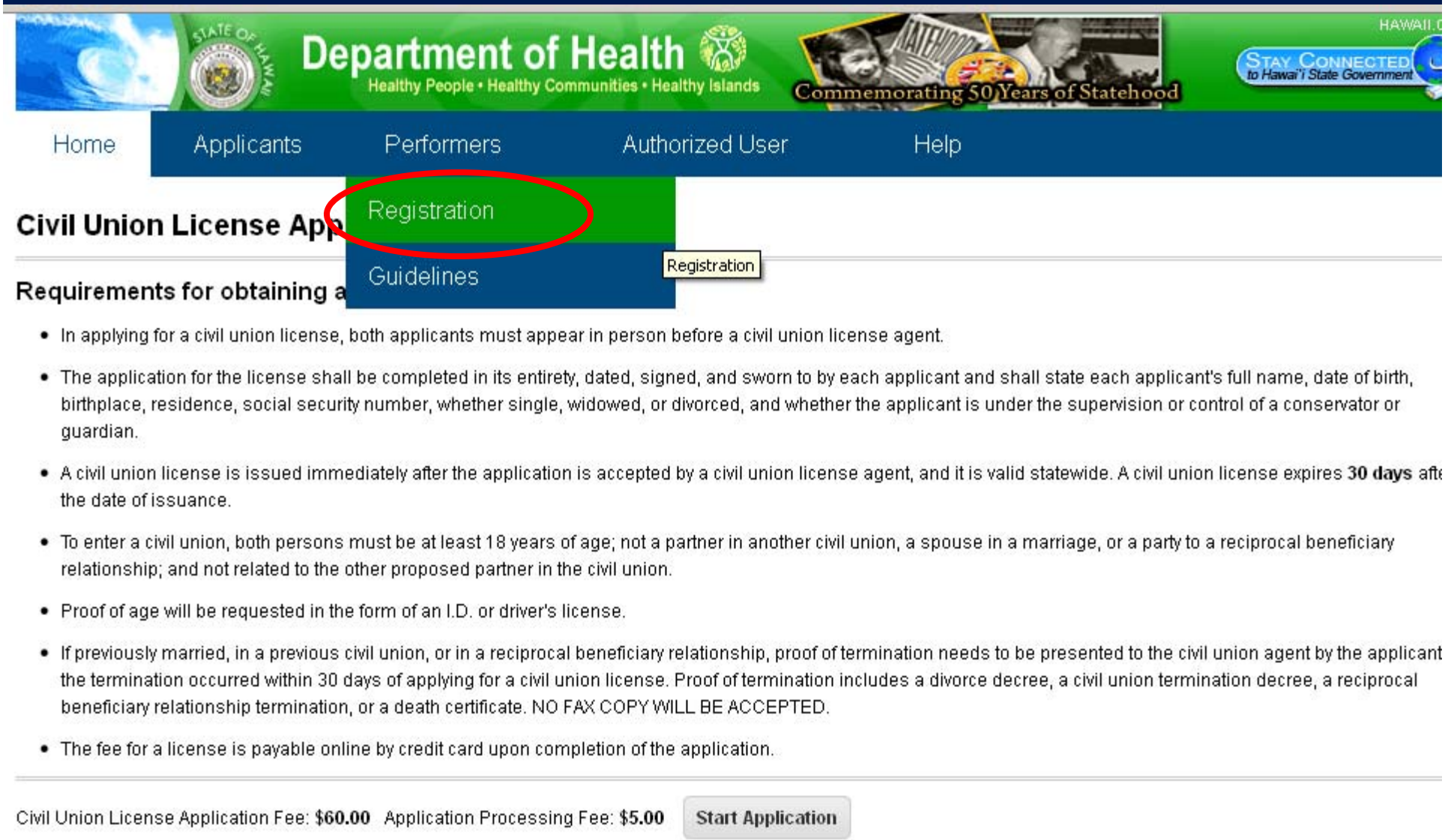
Determination of civil union certificate printed by online performer or couple

Website URL for new Electronic Civil Union Registration Website

- Prior to January 1, 2012 the website will not be active and just show a message that the system will be available on January 1, 2012
- Hawaii Electronic Civil Union Registration System (ECURS)
- Hawaii Electronic Marriage Registration System (EMRS)

How to Register to Perform Civil Unions in Hawaii

At home page, go to “Performers” -> “Registration”



Choose “Religious” or “Judge”

Home | Applicants | Performers | Authorized User | Help

Introduction

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 informatio needed to be licensed as a marriage and/or civil union performer.

A $10.00 portal administration fee will be collected online upon completion of your application. Payment will be accepted with a major credit card. Your application will be submitte for review. Upon approval, you will receive an email notification along with your approved license number and an electronic copy of your certificate:

There are four types of marriage and/or civil union performers in the State of Hawaii. Please click a link below for more information:

1. **Religious**

   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)

   Religious Civil Union Perfomer
   Any ordained or licensed member of the clergy (Act 1, section -4(b), Session Laws 2011)

2. **Judge**

   Judge for Marriage Performer
   Any justice, judge or magistrate, active or retired, of a state or federal court in the State (HRS §572-12).

   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)

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 o 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."

X I attest, under penalty of perjury, that I meet the above requirements, that I have not had an 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.

X 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.

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

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

If yes, please give previous commission number

Commission 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 marriage

Performer application - 1

Example 1 : Performer application continued-2

* City:	Honolulu
* State:	Hawaii
Province:	
* Zip/Postal Code:	93813
* Country:	United States

☑ *Mailing address same as residence address*

* Mail Address Line 1:	
Mail Address Line 2:	
* City:	
State:	
Province:	
* Zip/Postal Code:	
* Country:	

At least one phone number is required

* Residence Phone: ###-###-#### or +##-##-####-####	808-123-4567
* Cell phone: ###-###-#### or +##-##-####-####	
* Business phone: ###-###-#### or +##-##-####-####	
* Your E-mail: Will be used to send performer license and future renewal reminders.	email@email.com
* Confirm E-mail:	email@email.com

Press "Continue"

Continue Cancel

Performer application continued-3

Home | Applicants | Performers | Authorized User | Help

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 :**	My Church
* **Address:**	123 Somewhere St
* **City:**	Honolulu
* **State:**	Hawaii
Province:	
* **Zip/Postal Code:**	96814
* **Country:**	United States

Press "Continue"

Continue Cancel

Performer application continued-4

* Last Name:	Doe
* Date of Birth:	01/01/1950
* Residence Address Line 1:	123 Anywhere St
Residence Address Line 2:	--
* City:	Honolulu
State:	Hawaii
Province:	--
* Zip/Postal Code:	93813
* Country:	United States
Mailing address same as residence address	
Residence Phone:	808-123-4567
Cell Phone:	--
Business Phone:	--
Your Email:	email@email.com
Confirm Email:	email@email.com

Religious Performer Information Edit

* Church Name :	My Church
* Address:	123 Somewhere St
* City:	Honolulu
State:	Hawaii
Province:	--
* Zip/Postal Code:	96814
* Country:	United States

Signature

* Re enter your name as your signature: Same Doe

* ☑ *After registering, you will receive an email with your license and username and password to the electronic registration system.*

By checking the box, I agree that the information entered is accurate to the best of my knowledge, that I will not share my username and password w individuals, that I will protect the confidential information displayed on my workstation monitor, that I will abide by all applicable Federal and State guid policies regarding confidentiality of data, and that I will follow all State laws.

Re enter your name and check the box

Performer application continued-5

All fields are required unless otherwise noted.

ITEM	REFERENCE NUMBER	PRICE
Portal Admin Fee	303	$10.00

Total: $10.00

Contact Information

Name:
Sam Doe

Email Address:
email@email.com

Your email address is used to send you a receipt or to notify you of payment problems.

It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third party.

Phone Number:

Enter credit card info for payment of $10 portal fee and press "Continue"

Maximum 50 characters

Card Type:

VISA MasterCard DISCOVER AMEX

Card Number:

Card Security Code:

What is this?

Expiration Date:
Month Year

Billing Address

Address Line 1:
123 Anywhere St

Street address, P.O. box, company name, c/o

Address Line 2:

Optional: apartment, suite, unit, building, floor, etc.

City:
Honolulu

State:
Hawaii

Zip Code:
93813

Country:
United States

Continue

Performer application continued-6

Confirm Payment

ITEM	REFERENCE NUMBER	PRICE
Portal Admin Fee	303	$10.00

Total: $10.00

Payment Information

Contact Name	Sam Doe
Phone Number	808-123-4567
Email Address	email@email.com
Card Type	Visa
Account Number (last 4)	1111
Expiration Date	**/**
Name on Card	SAM DOE
Billing Address	123 Anywhere St Honolulu, HI 93813 United States

Please Confirm

By clicking **Pay Now** below, I certify that I am authorized to make this payment and I authorize the Hawaii Information Consortium to charge this account in the amount of **$10.00**.

Review information and then press "Pay Now" . Payment Receipt will follow

Back | Pay Now

Performer application is now complete!

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Commemorating 50 Years of Statehood
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Home | Applicants | Performers | Authorized User | Help

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

Thank you

Thank you for completing your registration as a marriage and/or civil union performer. Your application has been submitted for review. Upon approval, you will receive an email notification along with your approved license number and access to retrieve an electronic copy of your certificate.

Because the duties of a marriage or civil union performer are important, you are responsible to review and understand the relevant laws and guidelines. Click on the link below to review and print the current guidelines. As a marriage and/or civil union performer, you are responsible to check for and review updated guidelines on the DOH website prior to all ceremonies you perform.

Performer Guideline

Click link for performer guidelines

Screenshots from current Civil Union Registration website

How a couple would complete their CU or marriage application online

Hawaii Electronic Civil Union Registration Home Page

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Civil Union License Application

Requirements for obtaining a civil union license

- In applying for a civil union license, both applicants must appear in person before a civil union license agent.
- The application for the license shall be completed in its entirety, dated, signed, and sworn to by each applicant and shall state each applicant's full name, date of birth, birthplace, residence, social security number, whether single, widowed, or divorced, and whether the applicant is under the supervision or control of a conservator or guardian.
- A civil union license is issued immediately after the application is accepted by a civil union license agent, and it is valid statewide. A civil union license expires **30 days** from and including the date of issuance.
- To enter a civil union, both persons must be at least 18 years of age; not a partner in another civil union, a spouse in a marriage, or a party to a reciprocal beneficiary relationship; and not related to the other proposed partner in the civil union.
- Proof of age will be requested in the form of an I.D. or driver's license.
- If previously married, in a previous civil union, or in a reciprocal beneficiary relationship, proof of termination needs to be presented to the civil union agent by the applicant if the termination occurred within 30 days of applying for a civil union license. Proof of termination includes a divorce decree, a civil union termination decree, a reciprocal beneficiary relationship termination, or a death certificate. NO FAX COPY WILL BE ACCEPTED.
- The fee for a license is payable online by credit card upon completion of the application.

Civil Union License Application Fee: **$60.00** Application Processing Fee: **$5.00** Start Application

Civil Union License Application

Partner A

Your civil union record is vital. Be sure the information you give is complete and accurate. Fields marked * are required.
Place your mouse over ⓘ for more information and instructions.

Name & Birth Information

* **First Name** ⓘ Do not use abbreviations or initials	
Middle Name ⓘ Do not use abbreviations or initials	
* **Last Name** ⓘ Do not use abbreviations or initials	
Suffix Select one	
SSN Enter the ssn as 9 digits	
* **Date of Birth** Enter the year as 4 digits	Month / Day /
* **Country of Birth** Select a country	United States
* **City of Birth** Enter city	
* **State of Birth** Select a state	

Residential Information

* **Country** Select a country	United States
* **Address 1** ⓘ Street address	
Address 2 Apartment or suite	
* **City** Enter city	
* **County**	
* **State** Select a state	
Province Enter a province	
* **Zip/Postal Code** Enter your zip code	

Save & Continue | Cancel

Partner A

Partner A Father Information

First Name
Do not use abbreviations or initials

Middle Name
Do not use abbreviations or initials

Last Name
Do not use abbreviations or initials

Country of Birth
Select a country

State of Birth
Select a state

Living?
Select

Partner A Mother Information

First Name
Do not use abbreviations or initials

Middle Name
Do not use abbreviations or initials

Maiden Name
Do not use abbreviations or initials

Country of Birth
Select a country

State of Birth
Select a state

Living?
Select

Supplementary Data

Confidential Information - Information on previous Marriage/other Legally Recognized Union/RBR, race, occupation and education is confidential and will not be reproduced on certified Civil Union certificate but used for statistical purposes only.

* **Is this your first Marriage, Other Legally Recognized Union, or RBR?**
Select one

Number of this Marriage/Other Legally Recognized Union/RBR
Select one

Last Marriage/Other legally Recognized Union/RBR ended by
Select one

Date Ended
Enter the year as 4 digits.
If you do not know the day, enter the first day of the month.

Month | Day

Ceremony Information

Civil Union License Application

Civil Union Information

Your civil union record is vital. Be sure the information you give is complete and accurate. Fields marked * are required.
Place your mouse over ⓘ for more information and instructions.

Ceremony Information

Date of Civil Union
Date of ceremony must be within 30 days of the license issued date
Month | Day

Name of Performer
Commissioned by the State of Hawaii ⓘ

List of Online Performers
Only if your performer is online, your temporary civil union certificate will be available one business day after your performer completes the ceremony information online.

Type of Ceremony
Select one

Island
Select one

Place of Ceremony

Blood relationship of Partner A to Partner B
Generally the entry here will be "None"

* **Do you want your names published in the newspaper or posted electronically?**
Names printed or posted electronically on a space available basis as a public service; no charge. (May not be available on all islands)
No

Forwarding Address

A certified copy of your civil union certificate will be sent here.

Get forward address from:
Select one or enter a new address below

* **Country**
Select a country
United States

* **Address 1** ⓘ
Street address

Address 2
Apartment or suite

* **City**
Enter city

State
Select a state

Province
Enter a province

Contact Info. & Declared Names (continued from Prev. screen)

* **Zip/Postal Code**
Enter your zip code

County

Contact Information

This information will be used if the Registration office has inquiries regarding your civil union certificate and will help to expedite the issuance of the certified copies.

* **Home/Cell Phone Number**

Work Phone Number

Email Address
Enter a valid email address

Declared Names

Partner A Declared Name
Enter middle and last names after civil union

Middle Name

Last Name

Partner B Declared Name
Enter middle and last names after civil union

Middle Name

Last Name

Comments

Summary Page after Couple completes online registration

Summary Confirmation Page

Partner A

Edit

Name & Birth Information

* Full Name	Tuesday Friday
Suffix	--
SSN	*****6789
* Date of Birth	01/01/1970
* Birth City, State, Country	HONOLULU, Hawaii, United States

Residential Information

* Address 1	123 Anywhere St
Address 2	--
* City, State, Zip	HONOLULU , Hawaii , 96813
County	HONOLULU
* Country	United States

Partner A's Father Information

Full Name	Tuesday -1 Friday
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Partner A's Mother Information

Full Name	Wednesday Friday
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Partner B

Edit

Name & Birth Information

* Full Name	Saturday Sunday
Suffix	--
SSN	*****4321
* Date of Birth	01/01/1975
* Birth City, State, Country	Honolulu, Hawaii, United States

Residential Information

* Address 1	123 Anywhere St
Address 2	--
* City, State, Zip	HONOLULU , Hawaii , 96813
County	HONOLULU
* Country	United States

Partner B's Father Information

Full Name	Tuesday -B Sunday - B
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Partner B's Mother Information

Full Name	Wednesday Sunday - B
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Summary Confirmation Page (continued)

Partner A Supplementary Data

Confidential Information - Information on previous marriage /other Legally Recognized Union / RBR, race, occupation and education is confidential and will not be reproduced on certified copies of your civil union certificate but used for statistical purposes only.

* **Is this your first Marriage, other Legally Recognized Union, or RBR?**	Yes
Number of this Marriage, other Legally Recognized Union, or RBR?	--
Last Marriage, other Legally Recognized Union, or RBR ended by	--
Date Ended	--
Place Ended - Country	--
Place Ended County	--
Place Ended - State	--
Race	Hawaiian Caucasian
Race Code	--
Occupation	Computer consultant
Education	Master's degree

Partner B Supplementary Data

Confidential Information - Information on previous marriage /other Legally Recognized Union / RBR, race, occupation and education is confidential and will not be reproduced on certified copies of your civil union certificate but used for statistical purposes only.

* **Is this your first Marriage, other Legally Recognized Union, or RBR?**	Yes
Number of this Marriage, other Legally Recognized Union, or RBR?	--
Last Marriage, other Legally Recognized Union, or RBR ended by	--
Date Ended	--
Place Ended - Country	--
Place Ended County	--
Place Ended - State	--
Race	Chinese, Filipino
Race Code	--
Occupation	Researcher
Education	Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, LLB, JD)

Civil Union Info

Edit

Ceremony Information

Date of Civil Union	01/01/2012
Name of Performer	Judge New
Type of Ceremony	Civil
Island	Oahu
Place of Ceremony	Ala Moana Beach, Honolulu, HI
Ceremony Address 1	
Ceremony Address 2	--
City	
Zip/Postal Code	--

Summary Confirmation Page (continued-2)

County	--
Blood relationship of Partner A to Partner B	None
* Do you want your names published in the newspaper or posted electronically?	Yes
Comments	I have had these names as previous legal names
Partner A Declared Name	
Middle Name	My Tuesday
Last Name	Wednesday
Partner B Declared Name	
Middle Name	My Wednesday
Last Name	Wednesday

Forwarding Address

A certified copy of your civil union certificate will be sent here.

* Country	United States
* Address 1	123 Anywhere St
Address 2	--
* City	HONOLULU
State	Hawaii
* Zip/Postal Code	96813
County	HONOLULU

Contact Information

This information will be used if the Registration office has inquiries regarding your civil union certificate and will help to expedite the issuance of the certified copies.

* Home/Cell Phone Number	808-123-4567
Work Phone Number	--
Email Address	anywhere@email.com

☐ By checking the box, I read, understood and accept that the performer who performs the ceremony must be licensed by the State of Hawaii or my civil union will not be valid and it will not be registered.

Signatures

We, the undersigned, certify that the information given in this application is true and correct to the best of our knowledge and belief.

* Signature of Partner A Type in Partner's A name	
* Signature of Partner B Type in Partner's B Name	

Payment page

Credit Card Payment

All fields are **required** unless otherwise noted.

ITEM	REFERENCE NUMBER	PRICE
Application Fee	237	$60.00
Portal Administration Fee	237	$5.00

Total: $65.00

Contact Information

Name:

Phone Number:

Area code required

Email Address:

Your email address is used to send you a receipt or to notify you of payment problems.

It will not be used for any other purpose and we will not sell, exchange or otherwise provide your email address to any third party.

Credit Card Information

Cardholder Name:

Maximum 50 characters

Card Type:

VISA MasterCard DISCOVER AMEX

Card Number:

Card Security Code:

What is this?

Expiration Date:

Month Year

Billing Address

Address Line 1:

123 Anywhere St

Street address, P.O. box, company name, c/o

Address Line 2:

Optional: apartment, suite, unit, building, floor, etc.

City: HONOLULU

State: Hawaii

Zip Code: 96813

Country: United States

After completion of application and payment, a Locater ID created

- **Your application Locator ID: 229272**

  This Locator ID (also found on your payment r

  Please note that the temporary certificate is or

  certificate will be available after one business

Performer Instructions

"LOG-IN"

- Click "Login" under "Authorized User" (top menu)
- Username and password is case sensitive

Performer Home Screen

- ‘License Search’ & ‘User Bulletins’

‘Applicants’ Tab

- ‘Check Status’

Home | Applicants | Performers | Performer User | Logout | Help

Check Status

Hello There (Officiant)

License Search

Last name combined with one of the following is required for the search: License Number, Application ID or Birth Date.

License Number:

Last Name:
(either Bride or Groom, or Partner A or Partner B)

Birth Date: Month Day

Application ID:

Island:
(optional)

Ceremony Date: Month Day

Search Clear

User Bulletins

No new bulletins available

More

Civil Union Performer Guidelines

The top and lower portion of the civil union license worksheet will be completed by the civil union license agent. The couple will sign the certificate in the presence of the agent prior to the civil union and in your presence after the civil union has been performed. You will be responsible for the completion of the performer section in the electronic civil union registration system. If you are using a paper worksheet, use a permanent black ink pen and please make entries accurate and legible.

PERFORMER SECTION:

Declared Middle and Last Names:
To be completed by Partner A:

- **Middle Name(s)**: Partner A to print middle name(s) he/she will be using after ci
- **Last Name**: Partner A to print last name he/she will be using after civil union.

‘Performer’s Tab

To be completed by Partner B:

- **Middle Name(s)**: Partner B to print middle name(s) he/she will be using after civil union. No first names should be entered .
- **Last Name**: Partner B to print last name he/she will be using after civil union.

Note: These are individual choices and do not have to match.

Partner A and Partner B's Legal Signatures After Civil Union:

- Enter legal signatures in respective spaces provided. Signatures should match the entries for middle and last names.

Date of Civil Union:

- Enter date of civil union in full. Do not use abbreviations or numerals. For example: entry should be "January 1, 2010" and not "Jan 1, 2010" or "1/1/10". Be sure date of civil union does not precede the date license was issued. Also, license is good only for 30 days counting the date of issuance. **DO NOT PERFORM CIVIL UNION IF LICENSE HAS EXPIRED**.

Place of Ceremony:

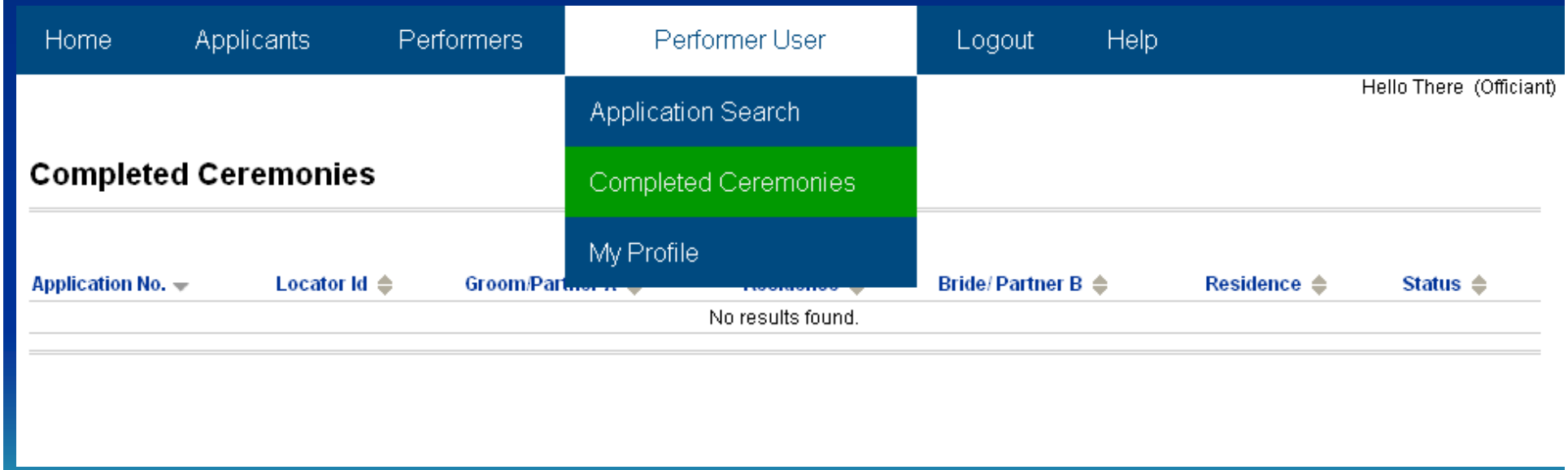
- Enter actual place of ceremony.
- If in a church, give full official name of the church, street address and city or town.
- If at a private residence, give street address and city or town.
- If at a park, beach or other recreational area, enter correct name. Obtain official name by reading the sign posted at the entrance. Also, enter name of city or town. For example, the park at Round Top should be entered "Puu Ualakaa State Park, Honolulu" and not "Round Top Park, Honolulu".
- If at a hotel or public building, give the name, street address, and city or town.
- If on a boat within the three-mile limit, give best description of location. For example, "Aboard 'Leilani' approximately one mile offshore fronting Aloha Tower".

“Performer User” tab

1. Application Search (same as home page)
2. Completed Ceremonies
3. My Profile

“Performer User” tab

- Completed Ceremonies
- Record of all ceremonies performed



“Performer User” tab

- My Profile

Home | Applicants | Performers | Performer User | Logout | Help

Hello There (Officiant)

Hello There

Edit Profile | Change Password

* **Username:**	thereh
* **Name:**	Hello There
* **Role:**	Officiant
Linked Performer License:	There, Hello (2011-00030)
Facility/Principal:	--
Email:	abc@aol.com
Phone:	808-123-4567
Fax:	--
Street:	66 Ha St.
City:	Honolulu
State:	Hawaii
Zip:	96815
* **Status:**	Active
Island:	--
Expiration Date:	11/20/2016

Note: You cannot change your username, role, license# or facility/principal

“Help” tab

1. Certificate Authentication
2. FAQ
3. Live Chat (online)
4. Contact Us

There (Officiant)

Frequently Asked Questions

Getting Married in Hawaii:

Facts About a License

Age -- The legal age to marry is 18 years for males and females. However, with the written consent of both parents, legal ale may be married at 16 or 17. Males and females at age 15 may marry with the written consent of both parents or legal guardian ar family court. The parents or guardian do not have to reside in the state. Consent forms may be obtained from the marriage license agent.

Proof of Age -- A certified copy of a birth certificate must be presented for anyone 18 and under. For anyone 19 and over, proof of age may be requested in the form of an I.D. or driver's license.

Blood Relationship -- Cousins may marry, but a blood relationship between the prospective bride and groom cannot be closer than first cousins (for example: uncle-niece, half-brother-sister may not marry).

Blood tests Are not Required.

Some Items to Remember

1. Both the prospective bride and groom must appear together in person before a marriage license agent to get a license.
2. A marriage license expires 30 days from and including the date of issuance; it is good only in the State of Hawaii.
3. Marriage performer must be licensed in the State of Hawaii to perform the marriage ceremony.

Commonly Asked Questions Regarding Declaring Middle & Last Names after Marriage

Q: Can a divorced woman who did not resume using her maiden or family surname declare it as a middle name in her next marriage?
A: YES. Her family or maiden name appears on her birth certificate, which is a legal document.

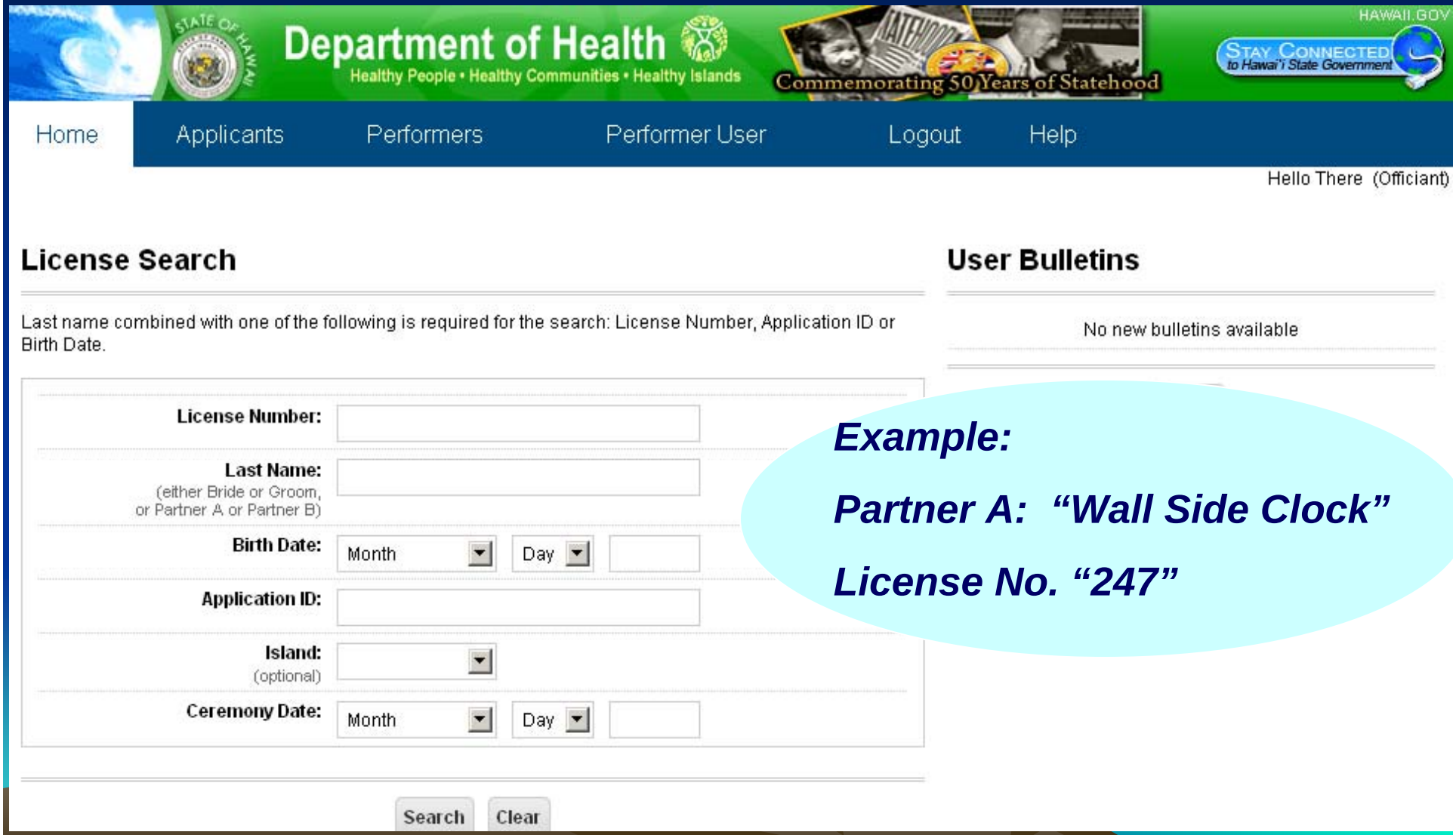
Q: Can one of the combination middle names or one of the combination surnames of a person be dropped when delaring a middle or last name?
A: YES.

Q: Can a person drop an unwanted middle name by not declaring a middle or last name?
A: NO. Unless the person or the spouse had no legally used middle name in the past or present.

Completion of the Performer Section of the Application

Go to Home Screen

- ‘License Search’



Example:

Partner A: “Wall Side Clock”

License No. “247”

Home Screen

License Search

Last name combined with one of the following is required for the search: License Number, Application ID or Birth Date.

License Number: 247

Last Name: clock
(either Bride or Groom, or Partner A or Partner B)

Birth Date: Month Day

Application ID:

Island:
(optional)

Ceremony Date: Month Day

Search Clear

Application No: 247
Clock, Wall & Car, Dayton

License No: 247
Certificate No: --

Application Status

Application Status: Issued
Civil Union Agent: TSUBOTA, LEATRICE
Civil Union Performer: --
Last Updated: 09/25/2011

License Issued Date: 09/25/2011
Ceremony Date: 10/05/2011
Performer Signed Date: --
DOH Received Date: --

History

Partner A

Name & Birth Information

* Full Name	Wall Side Clock
Suffix	III
SSN	*****3333
* Date of Birth	07/28/1982
* Birth City, State, Country	Lihue, Hawaii, United States

Residential Information

* Address 1	333 Rice Street
Address 2	#33
* City, State, Zip	Lihue , Hawaii , 96766
County	KAUAI
* Country	United States

Partner A's Father Information

Full Name	Tick Clock
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Partner A's Mother Information

Full Name	Mei Lei

Partner B

Name & Birth Information

* Full Name	Dayton Race Car
Suffix	--
SSN	*****8888
* Date of Birth	09/03/1980
* Birth City, State, Country	Lihue, Hawaii, United States

Residential Information

* Address 1	333 Rice Street
Address 2	#33
* City, State, Zip	Lihue , Hawaii , 96766
County	KAUAI
* Country	United States

Partner B's Father Information

Full Name	Hot Car
Country of Birth	United States
State of Birth	Hawaii
Living?	Yes

Information

Full Name	Rhonda Honda

Scroll down screen to see "Ceremony Info"

Ceremony Info

Edit

Ceremony Information

* Date of Civil Union	10/05/2011
* Name of Performer	Couple Warned
* Type of Ceremony	--
* Island	--
Place of Ceremony	
Ceremony Address 1	
Ceremony Address 2	--
City	
Zip/Postal Code	--
* County	--
Blood relationship of Partner A to Partner B	None
* Do you want your names published in the newspaper or posted electronically?	No
Comments	
* Partner A Declared Name	
Middle Name	--
Last Name	--
* Partner B Declared Name	
Middle Name	--
Last Name	--

Hint: Press the "Edit" button to enter in information

Forwarding Address

* Country	United States
* Address 1	333 Rice Street
Address 2	#33
* City	Lihue
State	Hawaii
* Zip/Postal Code	96766

Contact Information

* Home/Cell Phone Number	808-586-
Work Phone Number	--
Email Address	gd _ .com

Civil Union Information

Your civil union record is vital. Be sure the information you give is complete and accurate. Fields marked * are required.
Place your mouse over ⓘ for more information and instructions.

Ceremony Information

* **Date of Civil Union**
Date of ceremony must be within 30 days of the license issued date
October | 5 | 2011

* **Name of Performer**
Commissioned by the State of Hawaii ⓘ
Couple Warned

List of Online Performers
Only if your performer is online, your temporary civil uni certificate will be available one business day after your performer completes the ceremony information online.

* **Type of Ceremony**
Select one

* **Island**
Select one

* **Place of Ceremony**

Ceremony Address 1 ⓘ
Street address

Ceremony Address 2
Apartment or suite

City
Enter city

Zip/Postal Code
Enter your zip code

* **County**

Hint: Mouse over the "?" for hints on completing information in a field

Declared Names

* **Partner A Declared Name**
Enter middle and last names after civil union

Middle Name ⓘ

Last Name ⓘ

* **Partner B Declared Name**
Enter middle and last names after civil union

Example of the <Hint> for the declared last name

Civil Union Information

Your civil union record is vital. Be sure the information you give is complete and accurate. Fields marked * are required.
Place your mouse over ⓘ for more information and instructions.

Ceremony Information

* **Date of Civil Union** Date of ceremony must be within 30 days of the license issued date	October 20 2011
* **Name of Performer** Commissioned by the State of Hawaii ⓘ	There, Hello
* **Type of Ceremony** Select one	Religious
* **Island** Select one	Kauai
* **Place of Ceremony**	Beach on Kauai
Ceremony Address 1 ⓘ Street address	123 Lihue Hwy
Ceremony Address 2 Apartment or suite	
City Enter city	LIHUE
Zip/Postal Code Enter your zip code	96766
* **County**	KAUAI

List of Online Performers
Only if your performer is online, your temporary civil uni certificate will be available one business day after your performer completes the ceremony information online.

Declared Names

* **Partner A Declared Name** Enter middle and last names after civil union	
Middle Name ⓘ	Side
Last Name ⓘ	Clock
* **Partner B Declared Name** Enter middle and last names after civil union	
Middle Name ⓘ	Race
Last Name ⓘ	Car-Clock
Comments	

Hint: There is error checking on the declared middle and last names

Hint: Press "Save and Continue" at the bottom of the screen

Summary screen will return

Forwarding Address

* Country	United States
* Address 1	201 merchant
Address 2	--
* City	HONOLULU
State	Hawaii
* Zip/Postal Code	96813
County	HONOLULU

Contact Information

* Home/Cell Phone Number	808-444-0000
Work Phone Number	--
Email Address	_ waii.gov

Payment Info

Payment Date	Nov 15, 2011
Order Id	229577
Amount	$65.00
Payment Method	Credit Card

Comments Add Comment

No comments available

Amendments

No amendments available

Hint: Check the box at the bottom to continue

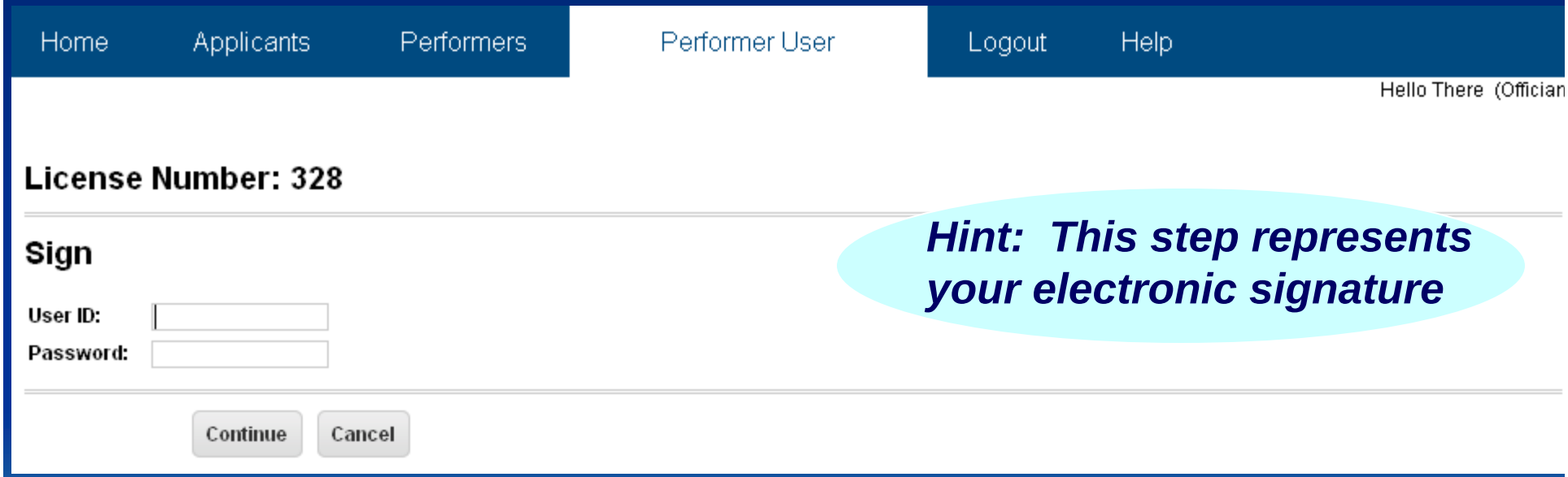
☐ By certifying the civil union, I am attesting that I am the performer of the ceremony, and the ceremony information is correct to the best of my knowledge.

After checking the box a “Sign” button will appear

☑ By certifying the civil union, I am attesting that I am the performer of the ceremony, and the ceremony information is correct to the best of my knowledge.

Sign

Re-enter your user ID and password and press “Continue”



Hint: This step represents your electronic signature

Summary screen appears with your name

Application No: 328
CivilA, Civil & CivilB, Civil

License No: 32
Certificate No: -

Application Status

Application Status: Finalized
Civil Union Agent: Agent, Jing
Civil Union Performer: There, Hello
Last Updated: 12/05/2011

License Issued Date: 11/15/2011
Ceremony Date: 12/05/2011
Performer Signed Date: 12/05/2011
DOH Received Date: 12/05/2011

History

Partner A

Name & Birth Information

* Full Name	Civil CivilA
Suffix	--
SSN	--
* Date of Birth	03/04/1978
* Birth City, State, Country	HONOLULU, Hawaii, United States

Residential Information

* Address 1	201 merchant
Address 2	--
* City, State, Zip	HONOLULU , Hawaii , 96813
County	HONOLULU

Partner B

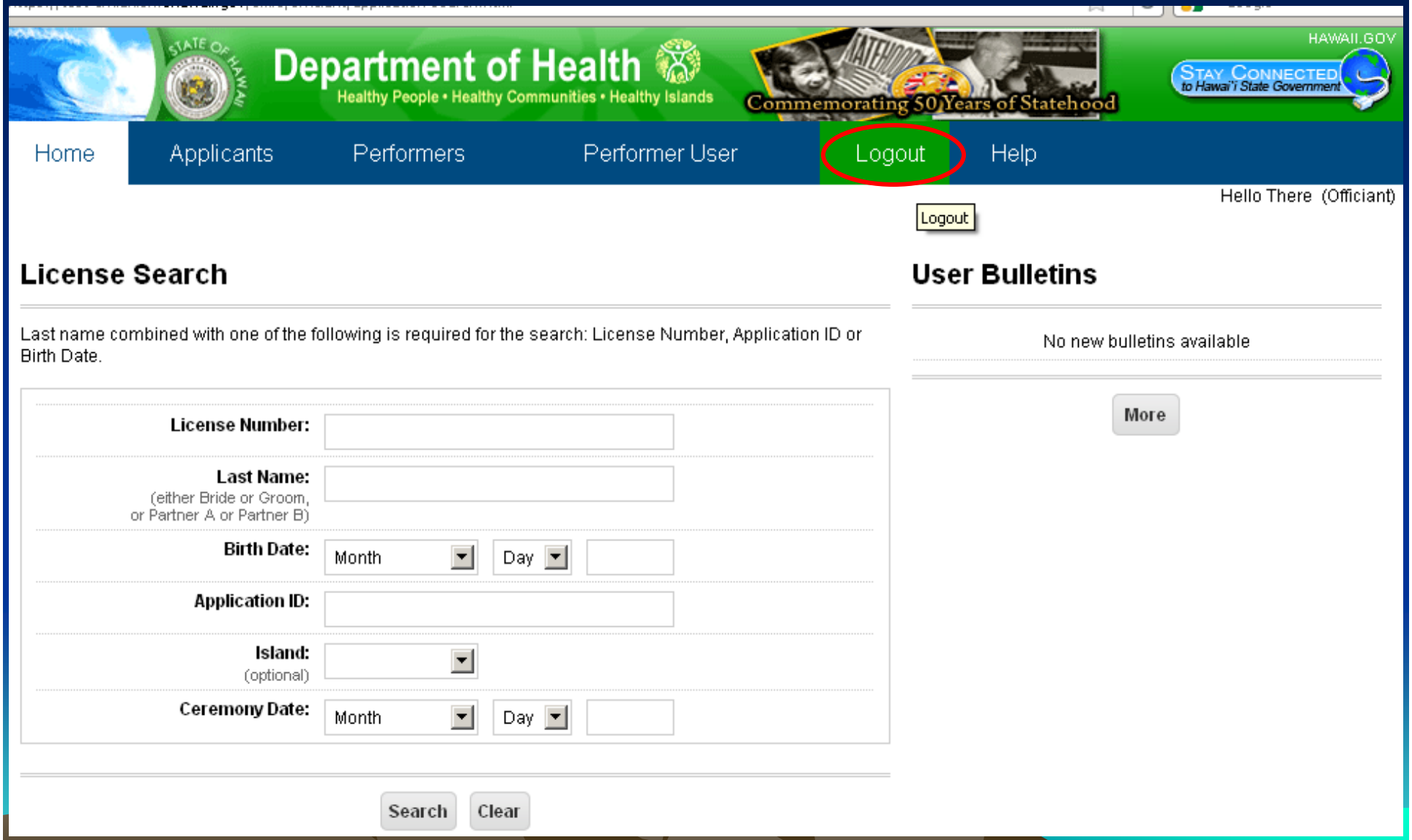
Name & Birth Information

* Full Name	Civil CivilB
Suffix	--
SSN	--
* Date of Birth	02/02/1967
* Birth City, State, Country	PORTLAND, Indiana, United States

Residential Information

* Address 1	201 merchant
Address 2	--
* City, State, Zip	HONOLULU , Hawaii , 96813
County	HONOLULU

You are finished, and can log out



Thank you