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

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.

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 information 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 submitted 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 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 Performer
   Any ordained or licensed member of the clergy (Act 1, section 45(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 45(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](image)

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

B. Judge

1. See A.1-2 above.
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.
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
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.