

City of St. Clair Marriage Ceremony Check List

- ☐ Couple contacts County Clerk: 810-985-2200
 - Couple receives educational materials and certificate
 - Formal application is made for the marriage license
 - County Clerk issues license
- ☐ Couple submits a Marriage Request to the City Clerk's Office and an appointment is made with the Mayor to perform the marriage ceremony.
- ☐ A fee of \$50.00, payable to the City of St. Clair, is submitted to the City Clerk along with the marriage license obtained from the County Clerk at least three business days prior to the ceremony.
- ☐ The couple appears before the Mayor with their two witnesses at the scheduled place and time.
- ☐ Two witnesses to the ceremony are registered and sign the license.
- ☐ The ceremony is performed.
- ☐ Both the original license and the copies are signed by the Mayor. The couple receives one copy and the original and one copy are forwarded to the County Clerk's Office within ten days.
- ☐ The marriage is entered into the Mayor's official journal of marriages.

St. Clair County Clerk
201 McMorran Boulevard
Port Huron MI 48060
810-985-2200

St. Clair City Clerk
547 N. Carney Drive
St. Clair MI 48079
810-329-7121