



RECORDING MARRIAGE LICENSE UPDATE

Computer Arts, Inc. has enhanced our marriage license program to allow each County the flexibility to create their own their own marriage license applicant type/description.

The changes that have been put in place are as follows:

1. New control table to hold your applicant 1 and applicant 2 types.
2. When creating a new license there is a new drop down menu to choose the type/description of each applicant.
3. New applicant 1 and applicant 2 gender field.
4. New blank marriage license application.
5. Updated the reports to pull from the applicant control field.

NOTE: The program comes installed with bride defaulted as applicant 1 and groom defaulted as applicant 2.

We appreciate the input from our users in helping to prioritize and aid in the development of all of our programs. If you have any questions, please feel free to contact the help desk.

Computer Arts, Inc.
Help Desk Support
(208) 955-0151 local
(800) 365-9335
caisupport@gocai.com

Don't forget to check our website or additional Recording information...
<http://www.gocai.com>

Marriage License Add Screen with New Changes

Add Marriage License [X]

Inst # - Affidavit

Inst # - License

Date Ceremony Date

Applicant 1 Family Name

Name (F/M/L)

Address

Address1

City County/Province State/Country

Zip Phone Birthdate Age

Soc Sec # Race Other

Gender Gender Other Marital Status

Birth City Birth State

Birth Country

Parent Information

Parent Name Gender Relationship

Applicant 2 Family Name

Name (F/M/L)

Address

Address1

City County/Province State/Country

Zip Phone Birthdate Age

Soc Sec # Race Other

Gender Gender Other Marital Status

Birth City Birth State

Birth Country

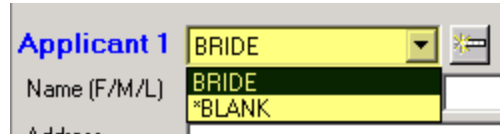
Parent Information

Parent Name Gender Relationship

Adding a New Applicant Type

There are two ways to add a new applicant type, from the **control menu** or from the **add screen** when you are entering a new application into the Marriage License screen.

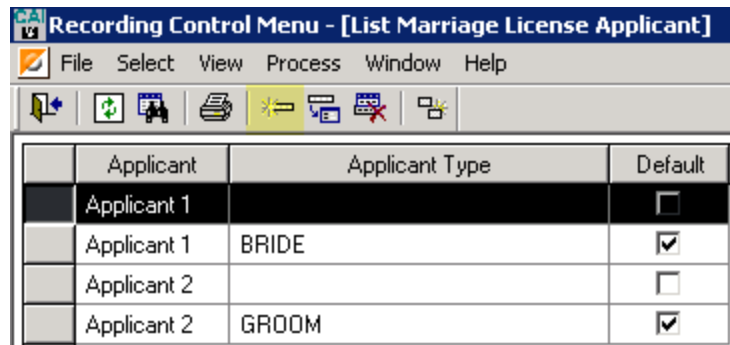
NOTE: The choices you add to this menu are what will show up in the drop down menu when you are adding a new application.



Adding an Applicant Type from the Control Menu

Recording Control Menu/Select/Marriage License Agreement

Click on the add button to add a new applicant type.



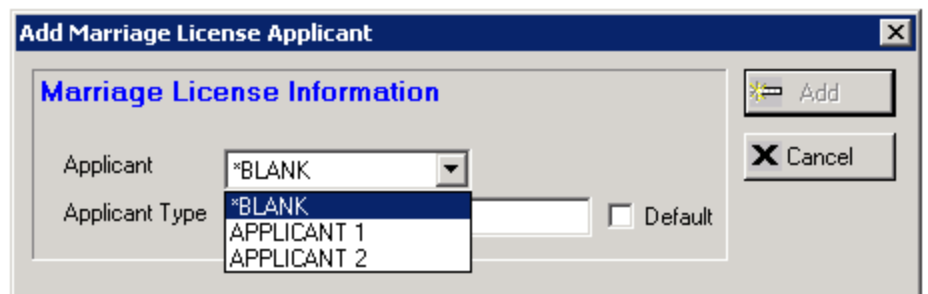
Applicant	Applicant Type	Default
Applicant 1		<input type="checkbox"/>
Applicant 1	BRIDE	<input checked="" type="checkbox"/>
Applicant 2		<input type="checkbox"/>
Applicant 2	GROOM	<input checked="" type="checkbox"/>

Choose the applicant the description applies to.

Enter the Type/Description

When finished click the **Add** button.

NOTE: The type that is marked as the default will be the one you will see when you add a new application to the marriage license program.



Add Marriage License Applicant

Marriage License Information

Applicant: *BLANK

Applicant Type: *BLANK, APPLICANT 1, APPLICANT 2

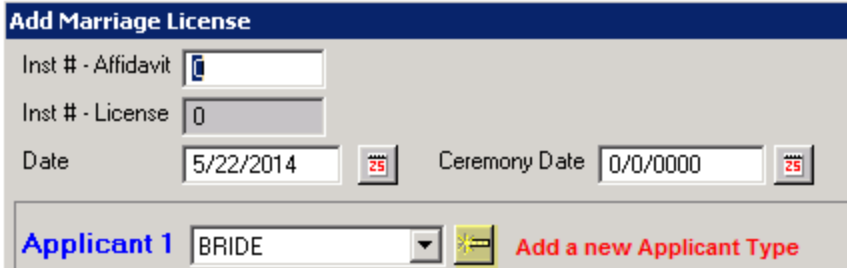
Default

Adding an Applicant Type from the Marriage License Screen

Recording Main Menu\Select\Marriage License\Process\Add

If you are in the process of entering a marriage license into the program and need a new applicant type you don't have to log into the control menu to create a new type. You can add it while in the application.

Click on the **Add** button .

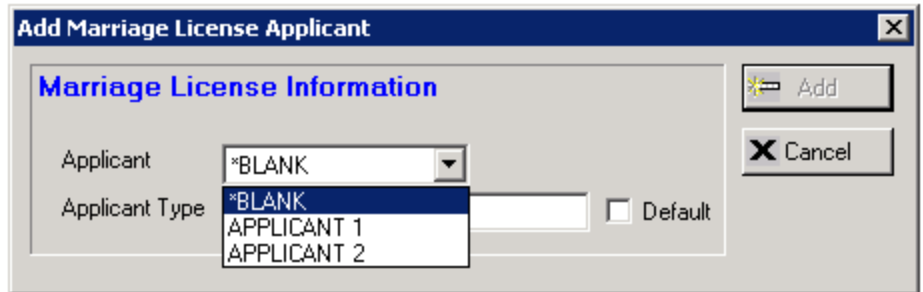


Choose the applicant the description applies to.

Enter the Type/Description

When finished click the **Add** button.

NOTE: The type that is marked as the default will be the one you will see when you add a new application to the marriage license program.



Printing a Blank Marriage License Application


Recording Main Menu/Select/Marriage Licenses 

We enhanced the program by adding functionality to print a blank marriage license application.


NOTE: Giving the applicants a blank form to fill out can help prevent situations where the marriage license agent has to ask uncomfortable questions.


There are two different ways to print a blank marriage license application. From the List Marriage

License Main Menu. 

The first printer icon  will open up all reports related to marriage licenses.

NOTE: Using this print option will allow you to print multiple copies.

The second printer icon  will automatically print a single blank marriage license application.

	Report Description 	Report Name
	MARRIAGE LIC APPL BLANK	RC026
	MARRIAGE LICENSE - PROV	RC001
	MARRIAGE LICENSE-COUNTY	RC001A
	ML ABBREVIATED AFFIDAVIT	RC019
	ML AFFIDAVIT RPT	RC018
	ML VERIF ORG	RC017ORG
	ML VERIFICATION RPT	RC017

Blank Marriage License Application

MADISON COUNTY MARRIAGE LICENSE APPLICATION

TO BE FILLED OUT BY COUPLE MAKING APPLICATION

Your marriage record is vital.
Be sure the information you give is complete and accurate.

License No: _____

Ceremony Date: _____

PLEASE PRINT - USE BLACK INK

Applicant 1 <input type="checkbox"/> BRIDE <input type="checkbox"/> GROOM	First Name		Middle Name		Last Name		Maiden Name		
	Address Line 1								
	Address Line 2								
	City			County		State		Zip Code	
	Phone		Birth Date	Age	Social Security Number		Race	Gender <input type="checkbox"/> M <input type="checkbox"/> F Other:	
	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Birth City			Birth State		Birth County	
	Parent Name			Parent Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Parent Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian			

Applicant 2 <input type="checkbox"/> GROOM <input type="checkbox"/> BRIDE	First Name		Middle Name		Last Name		Maiden Name		
	Address Line 1								
	Address Line 2								
	City			County		State		Zip Code	
	Phone		Birth Date	Age	Social Security Number		Race	Gender <input type="checkbox"/> M <input type="checkbox"/> F Other:	
	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Birth City			Birth State		Birth County	
	Parent Name			Parent Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Parent Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian			

CERTIFICATION - SIGN BEFORE MARRIAGE AGENT	
We, the undersigned, certify that the information given in this application is true and correct to the best of our knowledge and belief.	
_____	_____
FULL SIGNATURE OF APPLICANT 1	FULL SIGNATURE OF APPLICANT 2

Sworn and subscribed to before me this _____ day of _____, 20 _____

MARRIAGE LICENSE AGENT