



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 as well as comply with the recently revised marriage license from the State.

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 type status used to disable inactive applicant types.
4. New applicant 1 and applicant 2 gender field.
5. Added two data entry options 'Single Pane' and 'Tab' view.
6. New blank marriage license application.
7. Updated the reports to pull from the applicant control field.
8. New State Marriage License Form (RC001ST)

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>

There are two options/screens you can use to enter your Marriage License application into the Recording program - 'Single Pane' view or 'Tab' view.

Single Pane

Add Marriage License

Inst # - Affidavit: 0
 Inst # - License: 0
 Date: 10/30/2014
 Ceremony Date: 0/0/0000

Applicant 1 (Selected)

Name (F/M/L): BRIDE
 Address: GROOM
 Address1: PARTNER
 City: _____
 County/Province: _____
 State/Country: _____
 Zip: _____
 Phone: _____
 Birthdate: 0/0/0000
 Age: 0
 Soc Sec #: _____
 Race: _____
 Other: _____
 Gender: FEMALE
 Gender Other: _____
 Marital Status: *Blank
 Birth City: _____
 Birth State: _____
 Birth Country: USA

Parent Information

Parent Name: _____
 Gender: *Blank
 Relationship: *Blank

Applicant 2

Name (F/M/L): _____
 Address: _____
 Address1: _____
 City: _____
 County/Province: _____
 State/Country: _____
 Zip: _____
 Phone: _____
 Birthdate: 0/0/0000
 Age: 0
 Soc Sec #: _____
 Race: _____
 Other: _____
 Gender: MALE
 Gender Other: _____
 Marital Status: *Blank
 Birth City: _____
 Birth State: _____
 Birth Country: USA

Parent Information

Parent Name: _____
 Gender: *Blank
 Relationship: *BLANK

Tab View

Edit Marriage License

Marriage License Information

License #: 1875
 Inst # - Affidavit: 999 Status: NEW
 Inst # - License: 999 Status: NEW
 Date: 10/30/2014
 Ceremony Date: 10/3/2014

Applicant 1 (Selected)

Applicant Type: APPLICANT 1
 Name (F/M/L): SHELLY JACKSON
 Address: 78 FRONT
 Address1: _____
 City: BOISE
 County/Province: ADA
 State/Country: IDAHO
 Zip: 78484-____
 Phone: (208)948-4747
 Birthdate: 9/15/1954
 Age: 60
 Soc Sec #: 787-84-8484
 Race: WHITE
 Other: _____
 Gender: FEMALE
 Other: _____
 Marital Status: SINGLE
 Birth City: WHITTIER
 Birth State: CALIF
 Birth Country: USA

Parent Information

Parent Name: _____
 Gender: *Blank
 Relationship: *Blank

Applicant 2

Applicant Type: _____
 Name (F/M/L): _____
 Address: _____
 Address1: _____
 City: _____
 County/Province: _____
 State/Country: _____
 Zip: _____
 Phone: _____
 Birthdate: _____
 Age: _____
 Soc Sec #: _____
 Race: _____
 Other: _____
 Gender: _____
 Other: _____
 Marital Status: _____
 Birth City: _____
 Birth State: _____
 Birth Country: _____

Parent Information

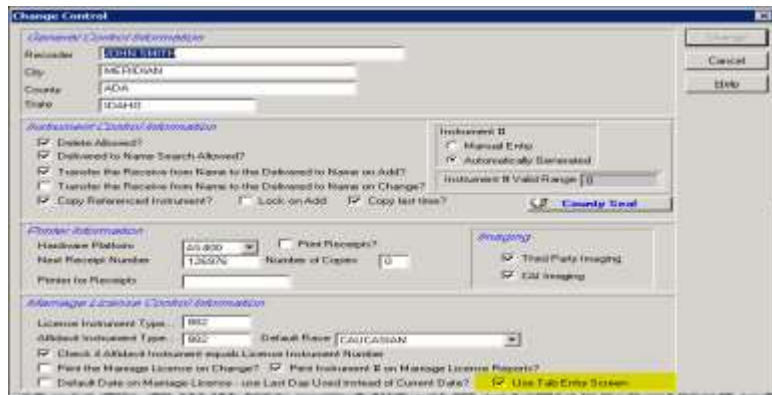
Parent Name: _____
 Gender: *Blank
 Relationship: *Blank

Done

NOTE: If you would like to use the Tab view, go to the Recording Control Menu and click on the Hammer and Wrench icon.



Select the **Use Tab Entry Screen** checkbox.




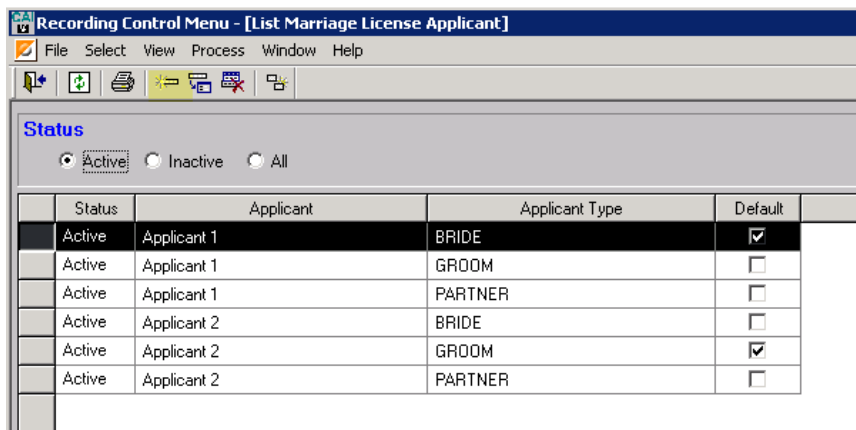
Adding a New Applicant Type

From the **Control** menu select the Marriage License icon.



NOTE: The **active** applicant types you add will show up in the drop down menu when you are adding a new marriage license application.

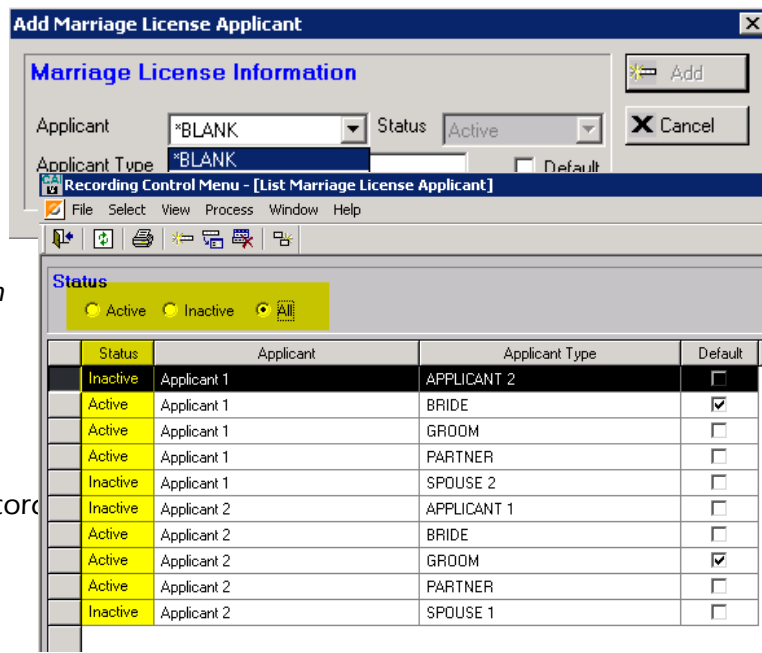
Click on the add icon  to add a new applicant type.




Choose the Applicant the description applies to.

Enter the Type/Description click and 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.

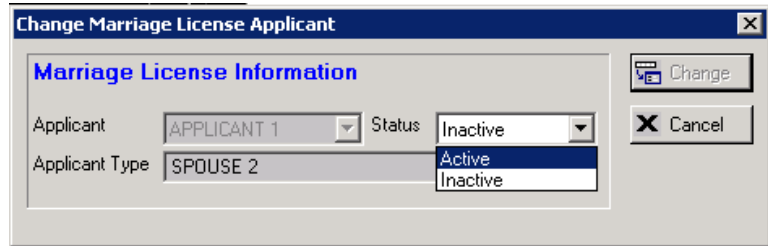


A new Applicant type status has been added to allow you to disable applicant types that you are no longer using.

To inactivate an applicant type, highlight the applicant type and click the change icon .

Select the Status of Inactive and Click on the **Change** button.

NOTE: Only active applicant types will be available in your drop down list.





Printing a Blank Marriage License Application

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


Recording Main Menu/Select/Marriage Licenses 


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 (RC026)

TEST 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 <input type="checkbox"/> PARTNER | First Name | | Middle Name | | Last Name | | Maiden Name |
| | Address Line 1 | | | | | | |
| | Address Line 2 | | | | | | |
| | City | | | County | | State | Zip Code |
| | Phone | Birthdate | 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 Country | |
| | 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"/> BRIDE <input type="checkbox"/> GROOM <input type="checkbox"/> PARTNER | First Name | | Middle Name | | Last Name | | Maiden Name |
| | Address Line 1 | | | | | | |
| | Address Line 2 | | | | | | |
| | City | | | County | | State | Zip Code |
| | Phone | Birthdate | 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 Country | |
| | 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

INTENTIONAL FALSIFICATION IS A CRIME

RC026

New Report- RC001ST Marriage License State - This report follows the guidelines suggested by the State.

NOTE: If you do not want to use the new form you can continue to use the current Marriage License Forms (RC001, RC001A)

| | | | |
|--|---|---|--|
| <small>Wed. Notarize PO Box 91726 Boise, ID 83726-0026</small> | | <h2 style="margin: 0;">State of Idaho</h2> | <small>Instrument No. 5531212</small> |
| <small>County of TET</small> <small>No. 1878</small> | | <h3 style="margin: 0;">Marriage License</h3> | |
| <small>KNOW ALL PERSONS BY THIS CERTIFICATE: That any regularly ordained minister of the Gospel, authorized by the rites and usages of the church or denomination of Christians, Hebrews, or religious body of which said minister is a member, or any judge or magistrate, or competent officer to whom this may come, not knowing of any lawful impediments thereto, is hereby authorized and empowered to solemnize the rites of Matrimony between:</small> | | | |
| <small>1. Full name</small> <u>KELLY JO JOHNSON</u> | <small>2. Title (select one)</small> <u>BREDE</u> <small>GROOM</small> <input checked="" type="checkbox"/> <small>PARTNER</small> <input type="checkbox"/> <small>3. Sex</small> <u>F</u> | <small>17. Full name</small> <u>WINNIE SUE PAXTON</u> | <small>18. Title (select one)</small> <input checked="" type="checkbox"/> <small>BRIDE</small> <small>GROOM</small> <input type="checkbox"/> <small>PARTNER</small> <input type="checkbox"/> <small>14. Sex</small> <u>F</u> |
| <small>4. Address</small> <u>MIDDLETON, CANTON COUNTY, ID</u> | <small>5. Age</small> <u>26</u> <small>6. Race</small> <u>CHINESE</u> <small>7. Single</small> <input type="checkbox"/> <small>8. Widowed</small> <input checked="" type="checkbox"/> <small>9. Divorced</small> <input type="checkbox"/> | <small>15. Address</small> <u>GOODING, GOODING COUNTY, ID</u> | <small>16. Age</small> <u>27</u> <small>17. Race</small> <u>GUAMANIAN</u> <small>18. Single</small> <input type="checkbox"/> <small>19. Widowed</small> <input type="checkbox"/> <small>20. Divorced</small> <input checked="" type="checkbox"/> |
| <small>10. Maiden Name if previously married</small> _____ | <small>11. Birthplace City</small> <u>NEW YORK</u> <small>State</small> <u>NY</u> | <small>21. Maiden Name if previously married</small> <u>DAVIS</u> | <small>22. Birthplace City</small> <u>GRAND RAPIDS</u> <small>State</small> <u>MI</u> |
| <p>And to certify the same to said parties, or either of them under the signature and seal, of said minister or official capacity, and thereupon is required to deliver the original to the parties so married.</p> <p>IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at MERIDIAN, TET COUNTY, IDAHO, this 28th day of October, A.D. 2014 JOHN SMITH Recorder</p> <p style="text-align: right;"><small>Deputy Recorder</small></p> | | | |
| <h3 style="margin: 0;">Marriage Certificate</h3> | | | |
| <small>I, _____, residing in the city of _____, in the county of _____, in the state of Idaho do certify that, in accordance with the authority on me conferred by the above license, I did on this _____ day of _____ in the year A.D. _____ in the city of _____ in the county of _____, in the State of Idaho, solemnize the rites of matrimony between</small> | | | |
| <small>KELLY JO JOHNSON of MIDDLETON, in the county of CANTON, of the state of ID and WINNIE SUE PAXTON of GOODING, in the county of GOODING, of the state of ID</small> | | | |
| <small>in the presence of _____ and _____</small> | | | |
| <small>WITNESS my hand at the county aforesaid, this _____ day of _____, A.D. _____.</small> | | | |
| <small>In the presence of:</small> _____ | | <small>Officiant's Signature</small> _____ | |
| <small>and</small> _____ | | <small>Officiant's Mailing Address</small> _____ | |
| <small>(This copy for the parties of this Marriage)</small> | | | |

| | | | |
|--|---|---|--|
| <small>Wed. Notarize PO Box 91726 Boise, ID 83726-0026</small> | | <h2 style="margin: 0;">State of Idaho</h2> | <small>State File No.</small> |
| <small>County of TET</small> <small>No. 1878</small> | | <h3 style="margin: 0;">Marriage License</h3> | <small>Instrument No. 5531212</small> |
| <small>KNOW ALL PERSONS BY THIS CERTIFICATE: That any regularly ordained minister of the Gospel, authorized by the rites and usages of the church or denomination of Christians, Hebrews, or religious body of which said minister is a member, or any judge or magistrate, or competent officer to whom this may come, not knowing of any lawful impediments thereto, is hereby authorized and empowered to solemnize the rites of Matrimony between:</small> | | | |
| <small>1. Full name</small> <u>KELLY JO JOHNSON</u> | <small>2. Title (select one)</small> <u>BREDE</u> <small>GROOM</small> <input checked="" type="checkbox"/> <small>PARTNER</small> <input type="checkbox"/> <small>3. Sex</small> <u>F</u> | <small>12. Full name</small> <u>WINNIE SUE PAXTON</u> | <small>13. Title (select one)</small> <input checked="" type="checkbox"/> <small>BRIDE</small> <small>GROOM</small> <input type="checkbox"/> <small>PARTNER</small> <input type="checkbox"/> <small>14. Sex</small> <u>F</u> |
| <small>4. Address</small> <u>MIDDLETON, CANTON COUNTY, ID</u> | <small>5. Age</small> <u>26</u> <small>6. Race</small> <u>CHINESE</u> <small>7. Single</small> <input type="checkbox"/> <small>8. Widowed</small> <input checked="" type="checkbox"/> <small>9. Divorced</small> <input type="checkbox"/> | <small>15. Address</small> <u>GOODING, GOODING COUNTY, ID</u> | <small>16. Age</small> <u>27</u> <small>17. Race</small> <u>GUAMANIAN</u> <small>18. Single</small> <input type="checkbox"/> <small>19. Widowed</small> <input type="checkbox"/> <small>20. Divorced</small> <input checked="" type="checkbox"/> |
| <small>10. Maiden Name if previously married</small> _____ | <small>11. Birthplace City</small> <u>NEW YORK</u> <small>State</small> <u>NY</u> | <small>21. Maiden Name if previously married</small> <u>DAVIS</u> | <small>22. Birthplace City</small> <u>GRAND RAPIDS</u> <small>State</small> <u>MI</u> |
| <p>And to certify the same to said parties, or either of them under the signature and seal, of said minister or official capacity, and thereupon is required to deliver the original to the parties so married.</p> <p>IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at MERIDIAN, TET COUNTY, IDAHO, this 28th day of October, A.D. 2014 JOHN SMITH Recorder</p> <p style="text-align: right;"><small>Deputy Recorder</small></p> | | | |
| <h3 style="margin: 0;">Marriage Certificate</h3> | | | |
| <small>I, _____, residing in the city of _____, in the county of _____, in the state of Idaho do certify that, in accordance with the authority on me conferred by the above license, I did on this _____ day of _____ in the year A.D. _____ in the city of _____ in the county of _____, in the State of Idaho, solemnize the rites of matrimony between</small> | | | |
| <small>KELLY JO JOHNSON of MIDDLETON, in the county of CANTON, of the state of ID and WINNIE SUE PAXTON of GOODING, in the county of GOODING, of the state of ID</small> | | | |
| <small>in the presence of _____ and _____</small> | | | |
| <small>WITNESS my hand at the county aforesaid, this _____ day of _____, A.D. _____.</small> | | | |
| <small>In the presence of:</small> _____ | | <small>Officiant's Signature</small> _____ | |
| <small>and</small> _____ | | <small>Officiant's Mailing Address</small> _____ | |
| <small>Date Received by County Recorder</small> _____ | <small>Signature</small> _____ | <small>Date Received by State Registrar</small> _____ | <small>Signature</small> _____ |
| <small>(Officiant should send this copy back to the County Recorder immediately.)</small> | | | |

