



Debora A. Faulkner
Probate Judge
Greenville County Probate Court

Marriage License Division

www.greenvillecounty.org/probate

864.467.7571 -- Elizabeth Robinson, Judicial Assistant, Marriage Licenses
864.467.7178 -- Janise Chapman, Judicial Assistant, Marriage Licenses
864.467.7468 -- Ruby Moore, Judicial Assistant, Marriage Licenses

Dear Officials:

As you know, there are 3 copies of the marriage license form that you and the couple must complete. Each of the copies is labeled for its intended use. One is for the *Bride/Groom*, one is for the *Probate Court* and one is for *DHEC* (S.C. Dept. of Health and Environmental Control/ Vital Records) located in Columbia, S.C. You must deliver to the Bride/Groom their copy after the license is fully completed. Then, you must immediately deliver the other 2 copies to our office. We will keep the copy labeled *Probate Court* and we send DHEC their copy.

To avoid having a license returned, here is a list of **DHEC's Do's and Don'ts** as you complete your section of the marriage license:

1. Do not cross out or mark through information;
2. Do not cover or obliterate any information with the notary stamp/seal. Please note a notary stamp/seal is not required.
3. Do not stamp the license multiple times. Only one stamp/seal is allowed per license. Again, a notary stamp/seal is not required.
4. Do not abbreviate city or county names. You must provide the full name of the city and county in which the marriage ceremony was held. All ceremonies must occur in South Carolina.
5. Do not write illegibly. The license must be easy to read. **BLACK INK ONLY**

If a license contains one of these errors, DHEC will return the license to the Marriage License Division of the issuing Probate Court for correction. **All parties (Bride, Groom, and Officiant) MUST return to the Probate Court to complete and sign a corrected marriage license.** Please note the Probate Court will not file the marriage license until all parties have returned to the Probate Court and completed a corrected license.

Below is a sample of correctly completed marriage license:

SIGNATURE OF ISSUING OFFICER		Probate Judge TITLE OF ISSUING OFFICER	
SIGNATURE OF PARTY A I CERTIFY THAT THE ABOVE NAMED PERSONS ARE MARRIED ON	<i>Leroy J. Smith</i>	SIGNATURE OF PARTY B	<i>Elizabeth Jane Doe</i>
(23) <i>03</i> (24) <i>02</i> (25) <i>2018</i>		(23) <i>Green</i> (24) <i>Greenville</i>	SOUTH CAROLINA
OFFICIANT SIGNATURE	<i>Ruby Red Jones</i>	OFFICIANT PRINT NAME	<i>RUBY RED JONES</i>
OFFICIANT TITLE	<i>Minister</i>		
OFFICIANT MAILING ADDRESS	<i>2415 Liberty Lane, Green, SC 29651</i>		
DHEC-1747 (11/2014)	PROBATE JUDGE		

Thank you for your careful attention to these details. Please contact us if you have any questions.

Debora A. Faulkner, Probate Judge