



Office of the Probate Court
Chadwicke L. Groover
Probate Judge for Greenville County
Greenville, South Carolina

www.greenvillencounty.org/probate

Dear Officiants:

As you know, there are three 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 will 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. 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. Please use **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 a correctly completed marriage license:

SIGNATURE OF PARTY A (20)	SIGNATURE OF PARTY B (21)
I CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON January 5, 2023 (22) (Month) (Day) (Year)	
OFFICIANT'S SIGNATURE <i>Elizabeth M. Robinson</i> (23)	PLACE OF MARRIAGE Greenville Greenville SOUTH CAROLINA (24) (City) (County)
OFFICIANT'S TITLE (25)	OFFICIANT'S PRINT NAME Elizabeth M Robinson (26)
Notary Public (27)	commission expire: May 17, 2032 (28)
OFFICIANT'S MAILING ADDRESS (29) 301 Sam Smith Drive, Greenville SC 29601 DHEC-1747 (11/2014) PROBATE JUDGE	

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

Chadwicke L. Groover
Greenville County Probate Judge