

# Becoming a Licensed Marriage/Civil Union Performer in the State of Hawaii

DEPARTMENT OF HEALTH

OHSM VITAL RECORDS - REGISTRATION

2023

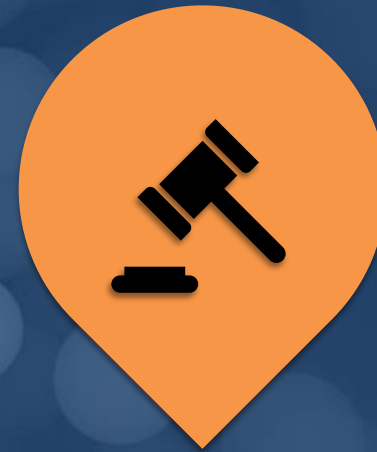
What type of Performer are you? In the State of Hawaii there are 3 Performer license types:



RELIGIOUS



NON-RELIGIOUS



JUDGES

# Religious Performers

- ❖ Any ordained member of an organized church or religious organization.
- ❖ Any person authorized by the church to perform marriage/union (ie. Letter of Authorization from the Church, Ordination Certificate)
- ❖ If you choose to perform Marriage and/or Civil Union, either one is considered a “religious” ceremony as your License dictates its categorization
- ❖ *Citation – see Hawaii Revised Statute 572-12*

# Non-Religious Performers

- ▶ Any person wishing to perform/officiate a Non-Religious Wedding or Civil Union
- ▶ If you choose to perform Marriage and/or Civil Union, either one is considered “Civil” for the ceremony type; your License dictates its categorization
- ▶ *Citation – see Hawaii Revised Statute 572-12*

# Judge

## Performers/Officiants

- ❑ Any Judge that has presided over a Hawaii Court active or retired.
- ❑ This includes any active or retired Federal Judges of the 9<sup>th</sup> district court which has jurisdiction in Hawaii
- ❑ If you choose to perform Marriage and/or Civil Union, either one is considered “Civil” for the ceremony type; your License dictates its categorization
- ❑ *Citation – see Hawaii Revised Statute 572-12*

# Electronic Marriage Registration System

## Step 1:

Go to our website

<https://emrs.ehawaii.gov>



## Hawaii Electronic Marriage and Civil Union Registration System

Welcome to the Hawaii Department of Health online Marriage and Civil Union Registration System. This online system provides a variety of services including: marriage or civil union license application with status check; marriage and/or civil union performer registration and access; and certificate validation by the government agency users. Prospective users are encouraged to review the following hints and the [instructional video](#) for using the system.

### Couples:

- Prior to completing the marriage or civil union application, be sure to review the [marriage](#) or [civil union](#) requirements for obtaining a license;
- It's highly recommended that couples complete the online application with payment by credit card **before** meeting with an agent. **Both the prospective spouses or prospective partners must appear together in person before a license agent to obtain a marriage or civil union license.** Please note that your online application will be available for the issuance of a marriage or civil union license by an agent in the State of Hawaii up to one year from the application date. After a year, your application will be removed from the system. There will be no refunds for unused applications;
- After online payment, click "**Continue**" on the payment receipt page to obtain the *Locator ID* and a list of license agents on the specified island of ceremony (if applicable).

### Performers:

- All prospective new marriage and civil union performers are required to register online. Username and password will be emailed to the provided email address upon completion of the registration;
- Any performer who has been commissioned by the State of Hawaii prior to 2012 and is interested in also performing civil union is **required to apply online with indication of performing both civil union and marriage**. Be sure to include the existing commission number to avoid unnecessary commission number creation and conflicts; and
- Performers must complete the ceremony information and certify electronically so that couples will be able to access their electronic temporary marriage/civil union certificates.

# Register as a Performer

- ▶ Under Performers
- ▶ Click on Registration



The screenshot shows the website header for the Hawaii Department of Health. The header is green and white, featuring the state seal and the text "Department of Health" and "Healthy People • Healthy Communities • Healthy Islands". A navigation menu is located below the header, with "Performers" selected. The "Performers" dropdown menu is open, showing "Registration" and "Guidelines". The main content area is titled "Hawaii Electronic Marriage and Civil Union Registration System".

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## Introduction

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All marriage and civil union performers must be licensed by the State of Hawaii before performing a marriage or a civil union. This website will help provide you with the information needed to be licensed as a marriage and/or civil union performer.

A \$10.00 portal administration fee will be collected online upon completion of your application. Payment will be accepted with a major credit card. Your application will be submitted for review. Upon approval, you will receive an email notification along with your approved license number and an electronic copy of your certificate. **Please register at least two weeks prior to the ceremony date, as your registration could take up to two weeks for approval. There are no refunds after registering online.**

There are four types of marriage and/or civil union performers in the State of Hawaii. Please click a link below for more information:

### 1. [Religious](#)

#### [Religious Marriage Performer](#)

Minister, priest, or officer of any religious denomination or society who has been ordained or is authorized to solemnize marriages according to the usages of such denomination or society, or any religious society not having clergy but providing solemnization in accordance with the rules and customs of that society (HRS §572-12)

#### [Religious Civil Union Performer](#)

Any ordained or licensed member of the clergy (Act 1, section -4(b), Session Laws 2011)

### 2. [Judge](#)

#### [Judge for Marriage Performer](#)

Any justice, judge or magistrate, active or retired, of a state or federal court in the State (HRS §572-12).

#### [Judge for Civil Union Performer](#)

Any judge or retired judge, including a federal judge or judge from another state who may legally join persons in chapter 572 or a civil union, (Act 1, section -4(b), Session Laws 2011)

### 3. [Non Religious](#)

#### [Civil License for Marriage Performer](#)

Any individual at least eighteen years of age (HRS §572-12)

# CHOOSE YOUR TYPE

## Step 2

Choose which type of performer you qualify under

- Religious
- Judge
- Non Religious



Choose what type(s) of legal unionization you wish to perform.

- ▶ Marriages
- ▶ Civil Unions
- ▶ (You have the option to choose either or both, after checking the boxes, there will be additional checkmarks for confirmation and compliance)

Each type bestows different rights and responsibilities. We at the Dept. of Health cannot advise what these are, it is best if they are unsure, that the couple seek legal advice what the differences are before they apply for their Marriage or Civil Union License.

## Application for License to Perform Marriages and/or Civil Union in Hawaii

\* Performer Type: Religious License

Marriages or civil unions performed by solemnizers who are not properly licensed are not valid and cannot be registered. To ensure you are properly licensed, please check the correct box(es) below.

\* I want to perform ⓘ

Marriage

WARNING: If you are performing ANY marriage you MUST check this box.

Hawaii Revised Statutes, section 572-12 requires that a civil license performer be at least 18 years old.

Hawaii Revised Statutes, section 572-13.5 states that "Any license to solemnize marriages issued pursuant to section 572-12 may be revoked or suspended by the department of health, if the holder of the license has failed to comply with the applicable provisions of this chapter or of the rules of the department of health."

Civil Union

Civil union is NOT a marriage and performers who have this type of license only are not authorized to perform marriages.

Hawaii Revised Statutes , section 527-12 requires that a civil license performer be a least 18 years of age.

\* Zip/Postal Code:

\* Country:

Mailing address same as residence address

\* Mail Address Line 1:

Mail Address Line 2:

\* City:

\* State:

Province:

\* Zip/Postal Code:

\* Country:

*At least one phone number is required*

\* Residence Phone:   
### ### #### or +## ## #### ##

\* Cell phone:   
### ### #### or +## ## #### ##

\* Business phone:   
### ### #### or +## ## #### ##

\* Your E-mail:   
Will be used to send performer license and future renewal reminders.

\* Confirm E-mail:

Fill out the rest of the form with your Information

Click on the 'Continue' button

The webpage will tell you if you are missing the required information in red text

# Confirmation

- There will be a page after you hit the continue
- You will have the option to choose the duration of your license. (1-Year License or 60-Day License)
- All will have a final prompt confirming by entering your name and checking the box.
- It will then direct you to the E-Hawaii fee payment processing website.

The screenshot shows the Department of Health website interface. At the top, there is a green header with the Department of Health logo and the tagline 'Healthy People • Healthy Communities • Healthy Islands'. To the right of the header is the 'HAWAII.GOV' logo and the slogan 'STAY CONNECTED to Hawaii's State Government'. Below the header is a dark blue navigation bar with the following menu items: Home, Couples, Performers, Authorized User, Certificate Validation, and Help. The main content area is titled 'Application for License to Perform Marriages'. Underneath this title, it says 'Non Religious Performer'. There is a large white input field for a name. To the right of this field is a 'Select term:' dropdown menu. The dropdown menu is open, showing two options: '60 days ( \$25 )' and 'One Year ( \$100 )'. Below the input field and dropdown menu are two buttons: 'Continue' and 'Cancel'.

# Performer / Officiant License Approval

- Payment on E-Hawaii is separate from the approval process of your license. Your payment confirmation from E-Hawaii is only for the payment NOT the approval of your performer license.
- If you are automatically approved, you will receive an automated email from [emrs@ehawaii.gov](mailto:emrs@ehawaii.gov)
- Please check your junk/trash/spam folder for this automated email that has instructions and your login credentials. Please also check if your email browser you are using bunches up
- Otherwise your performer license application may be under review with our office, do not perform any marriages or civil unions until your license has been approved.

# Having Trouble?

- ▶ Please review the guideline for more information.
- ▶ Please check your junk/trash/spam folder for any emails before contacting our office.
- ▶ If you are not sure and wish to check the status if your license has been approved, you can contact us at the following:
- ▶ Phone: 808-586-4540
- ▶ Email: [doh.licensequery@doh.hawaii.gov](mailto:doh.licensequery@doh.hawaii.gov)



Mahalo & thank you  
for your cooperation

STATE DEPARTMENT OF HEALTH  
OFFICE OF HEALTH STATUS MONITORING