

## One Day Solemnizer:

1. **Find the correct form:** Locate the "One-Day Designation" application, which can be found on the Secretary of the Commonwealth of Massachusetts website or through a local town or city clerk's website.
2. **Complete the application:** Fill out the form with the required information about yourself and the couple getting married.
3. **Submit the application:** Submit the form online or by mail. Online submission is faster and costs \$23.50, while mail-in submission is slower and costs \$25.00.
4. **Pay the fee:** Pay the required fee either online or by sending a check or money order with your mail-in application.
5. **Receive the authorization:** After approval, you will receive a "Certificate of Solemnization".
6. **Solemnize the marriage:** Use the certificate to perform the marriage ceremony.
7. **File the certificate:** File the completed certificate with the city or town clerk where the marriage license was issued within 10 days of the ceremony.

## Important considerations

- **Age:** You must be 18 or older to apply.
- **Marriage status:** You must not be currently married.
- **Location:** The application is for a specific marriage date.
- **Residency:** There is no residency requirement for this one-day designation.

## To officiate a wedding in Massachusetts, a Resident Clergy member must:

- **Complete the form:** Fill out the Massachusetts Resident Clergy Form. This is a one-page document that can be found online and downloaded.
- **Provide ordination proof:** Submit a copy of ordination papers or a similar certificate issued by the religious organization.
- **Get a letter of good standing:** Obtain a letter of good standing on church letterhead, signed by a church officer, dated, and notarized, as required by the [Secretary of the Commonwealth](#).
- **Submit the documents:** Send the completed form, ordination papers, and letter of good standing to the Commissions Section of the Public Records Division of the Secretary of the Commonwealth.
- **Keep records and return certificates:** After the ceremony, the officiant must keep records of the marriage and return the completed certificate to the town clerk who issued the marriage license and the town clerk where the marriage took place.

## Steps for out-of-state clergy

1. **Apply for a certificate:** The first step is to complete the "Massachusetts Non Resident Clergy Form" from the Secretary of the Commonwealth of Massachusetts.
2. **Submit the application:** Mail, fax, or email the completed form to the Secretary of the Commonwealth's office.
3. **Receive the certificate:** After the application is processed, the Secretary of the Commonwealth's office will issue a "Solemnization Certificate".
4. **Provide the certificate to the couple:** The couple will need this certificate to file with the city or town clerk's office that issues the marriage license.
5. **File the certificate:** After the ceremony, the officiant must ensure the "Solemnization Certificate" is returned with the marriage license to the City or Town Clerk's office that issued the license.

<https://www.mass.gov/guides/getting-married-in-massachusetts-before-the-wedding>