

Applicants Online Process

Login Page

Click on "Login as Guest"

The screenshot shows the login page for Boulder County Recording Division Online Services. It features a logo for Boulder County, a welcome message, and contact information for the Clerk & Recorder. There are two login options: "Guest users please log in here" with a "Login as Guest" button, and "Paid Subscribers login here" with fields for Username and Password, a "Forgot your password?" link, and "Login" and "Clear" buttons. The page is powered by propertyinfo.

Clerk & Recorder Disclaimer

Select "Accept" to proceed or "Decline" to cancel

The screenshot shows a disclaimer page titled "Boulder County Clerk & Recorder Online Services Disclaimer". It contains two buttons: "Accept" and "Decline". Below the buttons, there is a paragraph of text stating that the data found on the website has been produced and processed from sources believed to be reliable, but no warranty is made regarding accuracy, adequacy, completeness, legality, reliability, or usefulness of any information.

Guest User Home Page

Select "Begin Online Marriage Process"

The screenshot shows the "Welcome Guest User to Boulder County Online Services" page. It features a "What would you like to do today?" section with a list of options: Search Public Records, Begin Online Marriage Process, Begin Online Civil Union Process, Disclaimer, and Log out. There is also an "Announcements" section with text about using the site to search Commercial Code (UCC) and obtain a marriage or a civil union.

Instruction Data

Select "Continue" to proceed or "Decline" to cancel

The screenshot shows the "Instructions for Submitting Marriage Application Information" page. It contains two buttons: "Continue" and "Decline". Below the buttons, there is a paragraph of text explaining the process of submitting information for a marriage application to the Boulder County Clerk and Recorder's Office. It also lists the locations for applying for a marriage license in person.

Begin Marriage Application

All fields in RED are required

License Info

Contact Phone: Enter your contact phone number
Anticipated Date of Ceremony: Enter your ceremony date (you can apply in advance, but you have to come to our office within 35 days from the Date of your Ceremony)

The screenshot shows the "License Info" form. It has tabs for "License Info", "Party 1 Applicant", "Party 2 Applicant", and "Marriage Info". The "License Info" tab is active, showing fields for "Contact Phone:" and "Anticipated Date of Ceremony:". There is a note below the form: "Please do not fill in the form with CAPS Lock on."

Party One Applicant

First Name: Enter name as it appears on your ID
Middle Name: Enter name as it appears on your ID
Last Name: Enter name as it appears on your ID
Suffix: Only if it appears on your ID

The screenshot shows the "Party 1 Applicant" form. It has tabs for "License Info", "Party 1 Applicant", "Party 2 Applicant", and "Marriage Info". The "Party 1 Applicant" tab is active, showing fields for "Party 1 Applicant Name:" with sub-fields for "First:", "Middle:", "Last:", and "Suffix:".

Address: Enter your current address
(Do not enter a PO Box)

Birth Last Name: Enter last name if different from current name

Previous Name: Last name from previous marriage

Party 1 Birth City: Enter the City you were born

Party 1 Birth State: Enter the US state in which you were born; if born outside of the US leave blank

Parent's Name and Residence: Enter City and State if living or if not living enter "deceased" or if not known enter "unknown"

Marital Status: Current status only

Single - Never been married

Married - Married to each other; common law or renewing vows
(cannot be married to someone else)

Divorced or Widowed: Enter date of divorce or death

Place of Divorce or Death: Enter City and State only

Type of Court: If divorced; enter type of court

The screenshot shows the 'Party 1 Applicant Info' section of a web form. It includes fields for Address, City, State, Zip, Country, Date of Birth, Age, Birth Last Name, Previous Married Name, Sex, Party 1 Birth City, Party 1 Birth State, and Party 1 Birth Country. Below this is the 'Party 1 Parent Info' section with fields for Parent/Legal Name and Residence. The 'Party 1 Marital Info' section includes Marital Status, Date Divorce or Dec., Place Divorce or Dec., and Type of Court.

Party Two Applicant

First Name: Enter name as it appears on your ID

Middle Name: Enter name as it appears on your ID

Last Name: Enter name as it appears on your ID

Address: Enter your current address
(Do not enter a PO Box)

Birth Last Name: Enter last name if different from current name

Previous Name: Last name from previous marriage

Party 2 Birth City: Enter the City you were born

Party 2 Birth State: Enter the US state in which you were born; if born outside of the US leave blank

Parent's Name and Residence: Enter City and State if living or if not living enter "deceased" or if not known enter "unknown"

Marital Status: Current status only

Single - Never been married

Married - Married to each other; common law or renewing vows
(cannot be married to someone else)

Divorced or Widowed: Enter date of divorce or death

Place of Divorce or Death: Enter City and State only

Type of Court: If divorced; enter type of court

The screenshot shows the 'Party 2 Applicant' section of a web form. It includes fields for First, Middle, Last, and Suffix names. Below this is the 'Party 2 Applicant Info' section with fields for Address, City, State, Zip, Country, Date of Birth, Age, Birth Last Name, Previous Name, Sex, Party 2 Birth City, Party 2 Birth State, and Party 2 Birth Country. The 'Party 2 Parent Info' section has fields for Parent/Legal Name and Residence. The 'Party 2 Marital Info' section includes Marital Status, Date Divorce or Dec., Place Divorce or Dec., and Type of Court.

Marriage Info

Related by blood: Select Yes or No

How Related: If yes; enter the relation (example: cousin)

Married Status: Current marital status only

Single - Never been married

Married - Married to each other; common law or renewing vows
(cannot be married to someone else)

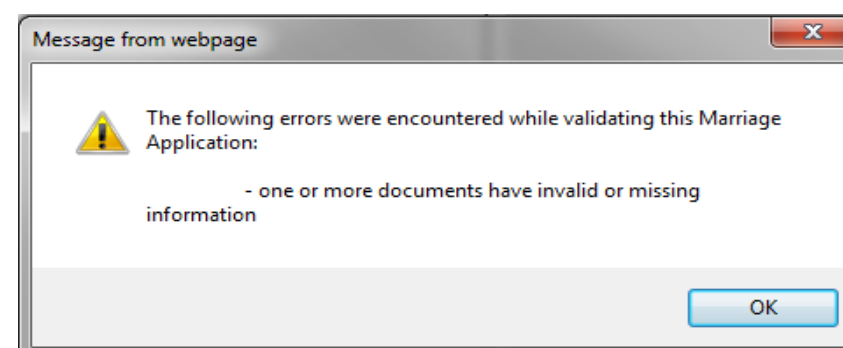
Return Address: Enter the address where you would the marriage license to be returned to once it has been recorded in our office

Select "Submit to County"

The screenshot shows the 'Marriage Info' section of a web form. It includes 'Questions' for Related by Blood?, How Related?, Married Status?, and Specify. Below this is the 'Return Address' section with fields for Name, Address, Address 1, City, State, and Zip.

Error Screen

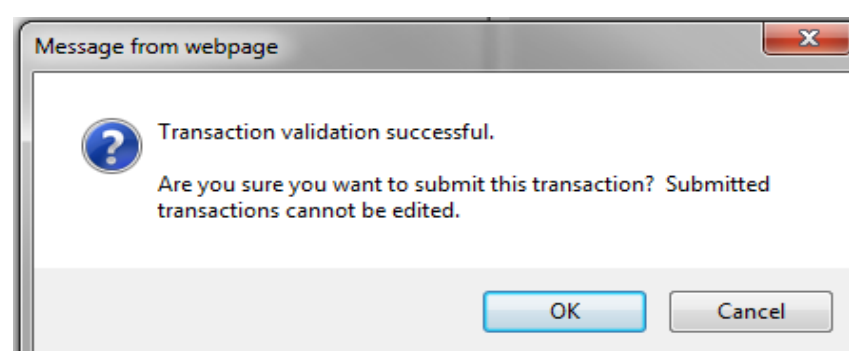
If all required information has not been completed this error message will appear



Transaction Successful

If all information has been completed, this window will display

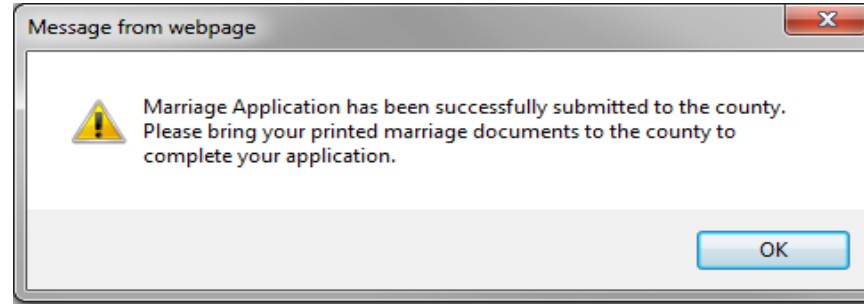
Select "OK" to submit



Successful Submission

Your information has successfully been submitted to the County

Select "OK"



Select "Print Confirmation Page"
(This page is not required to obtain your license in our office)

Feel free to contact our office if you have questions.
303-413-7770, press 0 for a clerk
or email us at recording@bouldercounty.org

